higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

(6030196)

21 May 2021 (X-paper)
09:00–12:00

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 AND INFORMATION TO INVIGILATORS AND CANDIDATES

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTIONS. CANDIDATES, ASK THE INVIGILATORS TO EXPLAIN IF SOMETHING IS NOT CLEAR OR YOU DO NOT UNDERSTAND.

1. The question paper comprises of THREE sections of which TWO must be completed, please note the choices:

   SECTION A: Theory (50 marks) (THIS SECTION IS COMPULSORY)
   This section is completed with a pen on the answer sheet provided at the end of the question paper.

   OPTIONAL:

   SECTION B: Word Processing (150 marks)
   This section is done with the aid of a word processing program on the computer.
   All the PRINTOUTS must be identified correctly and the EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER must be printed (not written) on each PRINTOUT as instructed.

   OR

   SECTION C: Spreadsheet (150 marks)
   This section is done with the aid of a spreadsheet program on the computer.
   All the PRINTOUTS must be identified correctly and the EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER must be printed (not written) on each PRINTOUT as instructed.

2. The time allocated for the question paper is THREE hours. No additional time may be allowed for the printing of answers or writing (SECTION A) after the completion of the examination.

3. In the event of a power failure or a hardware failure (computer, mouse, screen or printer), the invigilator must make the necessary arrangements for the candidate(s) to continue and the actual time lost must be calculated and added for to the candidate(s).

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4. If there was a problem with any printer not printing correctly or not printing any special characters or fonts, a report indicating this must accompany the centre's answer sheets.

5. ASCII codes and spelling checker may be used.

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

7. All PRINTOUTS must be printed on A4 paper unless a different paper size is requested.

8. Only ONE PRINTOUT (or set of PRINTOUTS if the answer is on more than one page) may be handed in for marking. If more than ONE is handed in, only the top PRINTOUT (set of PRINTOUTS) will be marked. The rest will be marked as duplicate(s).

9. At the end of the examination session all PRINTOUTS must be placed in the EXAMINATION FOLDER in the same sequence as in the question paper and handed in to the invigilator(s). Please do not staple the PRINTOUTS.

10. All PRINTOUTS not submitted to be marked must be collected at the end of the session by the invigilator(s) and must be destroyed by end of business the same day. No PRINTOUTS may be removed from the examination room or placed in any wastepaper bins.

11. In SECTIONS B and C only a font size of 12 pt may be used unless a different size is specified or where spreadsheets (SECTION C) may be big and should fit on ONE page. In SECTION B the margins must be 2,54 cm/1" unless otherwise specified.

12. Candidates are reminded 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 if work should be lost. It is the candidates' responsibility to save their answers.

13. In order to print the original as well as the edited answers, candidates are reminded to save their work after each separate question and at regular intervals before printing.

14. At the end of the examination session each candidate must hand in all PRINTOUTS, the theory answer sheet as well as the disk with the saved answers marked clearly with the candidate's EXAMINATION NUMBER (this is if the candidate did use a disk). If the candidates' answers were saved on a hard drive or network, the invigilator(s) must copy all answers to a compact disk/memory stick and all answers must be deleted from the hard drive or network. These compact disks/memory sticks must be handed to the campus examination section for safekeeping for at least SIX months in case there might be any enquiries. These compact disks/memory sticks must not be included for marking.

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15. All question papers must be handed in and may not be taken out of the examination room until at least ONE hour after the commencement of the last session. The question papers may be returned to the candidates on completion of the examination.

16. In the event that an examination venue needs to be used for more than one session, the invigilator(s) must ensure all candidates' answers are removed from the network/hard disks before the candidates for the next session are allowed to start.

17. No candidate may print his/her work for another candidate, make his/her memory stick or data on the hard drive/network available to another candidate to access or access another candidate's work in any way. Any attempt to access information from another or transfer information to each other in any form is a contravention of the examination rules and regulations and will be viewed in a very serious light and be treated as an examination irregularity. Such cases will be formally investigated which may lead to the withholding of candidates' results.

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

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SECTION A: THEORY (COMPULSORY)

INSTRUCTIONS SECTION A

1. THIS SECTION MUST BE ANSWERED ON THE ANSWER SHEETS PROVIDED AT THE BACK OF THE QUESTION PAPER. REMEMBER TO WRITE YOUR EXAMINATION NUMBER ON THE FIRST PAGE OF THE ANSWER SHEET. REMOVE THE ANSWER SHEET FROM YOUR QUESTION PAPER AND PLACE IT IN YOUR EXAMINATION FOLDER ONCE COMPLETED.

2. Read and follow all instructions carefully.

3. Answer all FOUR questions.

4. Use only a black or blue pen.

5. Please write neatly and legibly.

QUESTION 1: INFORMATION SYSTEMS

Read the scenarios below and answer the questions.

1.1 People or personnel is one of the basic elements of an information system. Name any FIVE other elements of an information system. (5)

1.2 System logs are controls to prevent computer fraud. Name any FIVE other controls to prevent the manipulation of data (computer fraud). (5)

1.3 Apart from outright purchase, name THREE other methods to pay suppliers when purchasing a computer. (3)

1.4 Name any TWO advantages that outright purchase has over other methods of purchasing a computer. (2)

[15]

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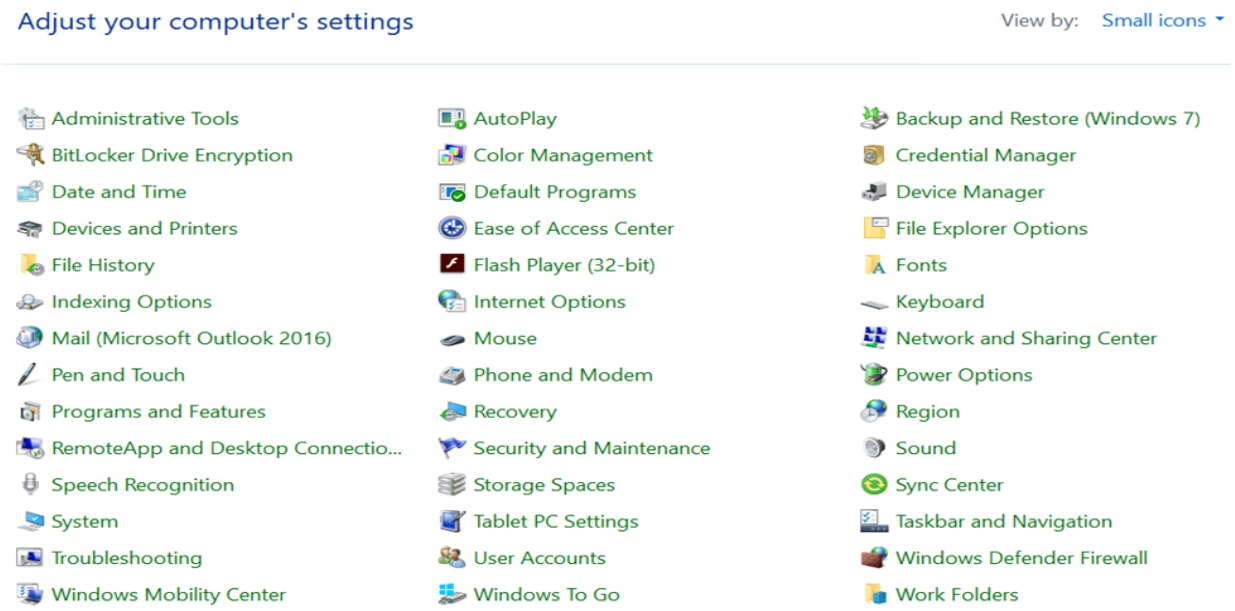
QUESTION 2: OPERATING SYSTEMS

Indicate which option in the print screen of the control panel icons should be used to do the function indicated in the following answers by writing the answers on the ANSWER SHEET.

You may open the control panel application on your system and use the search button for assistance.



2.1 Set up your new printer to be the default printer for all programs.

2.2 Change the timeframes to turn off the display of your screen or when it goes into sleep mode.

2.3 Adjust or change the date or time on your computer.

2.4 You are at your local mall and want to connect to their free wireless network.

2.5 Uninstall your outdated Adobe Reader program in order to load a new updated version.

2.6 Change your Windows password.

2.7 Add a new user or an additional user to a computer.

2.8 Change the mouse settings to make the right-hand button the default button, e.g. for a left-handed person.

2.9 Install or make changes for the use of your digital pen, e.g. single tap or double tap.

2.10 Set up your speech recognition and usage on your computer, which includes setting up the microphone and do speech tutorials.

(10 × 1) **[10]**

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QUESTION 3: VIRUSES

Read and answer the questions below.

3.1 Name any FIVE symptoms of possible computer virus infections. (5)

3.2 Choose an item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–L) next to the question number (3.2.1–3.2.10) on the ANSWER SHEET.

COLUMN A		COLUMN B	
3.2.1	These viruses attack executable files	A	Michelangelo
3.2.2	An inactive file that executes on a specific date and time	B	dormancy period
3.2.3	A virus stage when a virus replicates itself and spreads	C	disinfecting stage
3.2.4	A symptom of a computer virus infection	D	Kaspersky
3.2.5	These viruses attack the boot sectors of the hard drive	E	install password: limit access to computer
3.2.6	A virus that activates on 6 March, the date of Michelangelo's birth	F	file viruses
3.2.7	A method to prevent computer virus infection	G	Friday the 13th
3.2.8	A virus stage just after the virus has been attached to its host	H	cover computer with plastic cover
3.2.9	An example of an anti-virus program	I	computer is slow
3.2.10	A virus that activates when the 13th falls on a Friday	J	logical bomb
		K	propagation stage
		L	boot sector viruses

(10 × 1) (10)

[15]

QUESTION 4: TROUBLESHOOTING

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) on the ANSWER SHEET.

4.1 When one's printer does not print, there are two cables one needs to check: the power cable to a power switch and the cable from the printer to the computer.

4.2 If the cordless mouse is not working, replace the battery.

4.3 If the mouse has a cable but is not working, it helps to take out the little ball and clean the rollers.

4.4 When the monitor is 'dead', the video adaptor might be faulty.

4.5 If the keyboard is not functional, it might be due to dust and the keyboard being dirty.

4.6 Cables, e.g. power cables and printer cables never become defective and cables always stay one hundred per cent functional.

4.7 The error message 'The program is not responding' indicates that too many programs are running. You can close some of these programs by pressing CTRL + ALT + SHIFT.

4.8 The error message 'The disk in the destination drive is full' can be fixed by restarting the computer and trying to copy the file again.

4.9 The error message 'The file being copied is too large for the destination drive' can be fixed by retrying the copy command.

4.10 The error message 'General failure error reading drive A:' can be fixed by running an anti-virus program to check for viruses.

(10 × 1) **[10]**

TOTAL SECTION A: 50

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CANDIDATES MUST ANSWER EITHER SECTION B OR SECTION C

SECTION B: WORD PROCESSING

INSTRUCTIONS

1. Read the instructions for each question carefully before answering.

2. Use Courier New 12 pt except when instructed differently.

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

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

4. Use the date function to insert all dates.

5. Place all PRINTOUTS in the correct order in your EXAMINATION FOLDER. Only hand in ONE PRINTOUT per question.

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QUESTION 5

Create a letterhead used by the CDC to provide information.

1. Retrieve the file CDC from the COMPUTER PRACTICE N6\STUDENT FILES folder.

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

3. Use margins of 1,27 cm/0,5".

4. Edit the document below and on the next pages as indicated in the instructions and according to the proofreading signs.

5. Use Arial 12 pt.

6. Insert a horizontal line, 1 point-size from the left- to the right-hand margin at the top of the page.

7. Leave TWO line spaces and insert THREE columns as indicated below:
   Column 1: 5,08 cm/2"
   Column 2: 8,89 cm/3,5"
   Column 3: 3,81 cm/1,5"
   Spaces between the columns: 0,63 cm/0,25"

CDC: Centre for disease control and prevention
‡
About CDC 24-7 → *Insert as heading in column 1*

Centre the heading in bold, italics, 16 pt and upper case. Insert a textbox around the heading from the left- to the right-hand margin with a double border, add 10% grey shading

Some of the worst Pandemics in history: → *Insert as heading in column 2*



→ *Insert this picture in column 3*

8. Key in the following text and manipulate the text as indicated by the proofreading signs below:

   Column 1:
   Leave TWO line spaces after the heading 'About CDC 24-7' and key in the following text:
   Leadership
   Organisation
   Mission and Vision
   CDC speakers
   Funding and Grants
   Vital Signs
   Public Health Grand Rounds

Change the heading to upper case, bold, 10 pt
Centre the text below the heading in column 1, 10 pt

QUESTION 5 (CONTINUED)

Column 2:
Leave TWO line spaces after the heading 'Some of the worst Pandemics in history:' and key in the following text:

HIV/AIDS Pandemic (at its peak, 2005–2012)
Sixth Cholera Pandemic (1910–1911)
Asian Flu (1956–1958)
Flu Pandemic (1918)
Antonine Plague (165 AD)
Plague of Justinian (541–542)

Change the heading to upper case, bold, 10 pt
Right-align text below the heading in column 2, 10 pt

Column 3:
Insert the given picture centred in column 3. Insert a double line border around the picture, change the size of the picture to 2,54 cm/1" in width and 3,81 cm/1,5" in height.

9. Leave TWO line spaces after the picture and change back to one column only. Insert a horizontal line, 1 point-size from the left- to the right-hand margin.

10. Add a footer as follows:

    10.1 Insert a double horizontal line, 1½ pt, from the left- to the right-hand margin.

    10.2 Insert the following text in bold, italics and 8 pt after the double horizontal line:
    Preparing first responders, healthcare providers and health systems

11. Save the file as INVITE.

12. Print the document on ONE portrait page and place the PRINTOUT in your EXAMINATION FOLDER.

[30]

QUESTION 6A

Prepare the following data document for merging with other documents:

	LETTER 1	LETTER 2	LETTER 3
DOCTOR	Morris	Kovalczyk	Landau
TITLE	Professor	Doctor	Mr
COUNTRY	South Africa	United Kingdom	Egypt
SPECIALITY	Cardiology	Pulmonology	Nephrologist
DATE 1	1 July 2021	2 July 2021	3 July 2021
AIRLINE	South African	Virgin	Qatar
SESSION	One	Two	Three
TIME	10:00	QUESTION 6A	EXAMINATION NUMBER

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QUESTION 6A (CONTINUED)

1. Use Bookman Old Style 11 pt.

2. You may use either a word processor program or a database program to create this file.

3. Change the page orientation to landscape.

4. Ensure that all the information in the table is visible and appears in ONE row. Ensure that the text in the fields DOES NOT wrap.

5. Ensure that the QUESTION NUMBER and EXAMINATION NUMBER appear in the TIME field of LETTER 2 and LETTER 3 as indicated on the previous page. Do not insert your EXAMINATION NUMBER and QUESTION NUMBER as header.

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

7. Save the file as EXPERTS.

8. Print the document on ONE landscape page, ensuring that no additional information other than the table is printed. Place the PRINTOUT in your EXAMINATION FOLDER.

(10)

QUESTION 6B

Use the file, CDC, that you created in QUESTION 5 to create a primary document for merging with the data source, EXPERTS, that you created in QUESTION 6A.

1. Retrieve the letterhead, INVITE.

2. Change the QUESTION NUMBER in the header to QUESTION 6B.

3. Leave TWO line spaces below the letterhead and change the font to Agency FB 12 pt for all text downwards. Leave the font of the letterhead as Arial.

4. Key in the document below and on the next page as indicated in the instructions and according to the proofreading signs.

5. Insert the field names in bold as indicated in the letter. Do not key in the brackets ([ ]), which are only included to indicate the field names.

6. Insert the following text as a footnote in the fourth paragraph after the word 'COVID-19' in bold and italics:
   The coronavirus disease 2019 (COVID-19) is a communicable respiratory disease caused by a new strain of coronavirus that causes illness in humans.

   Use a. as the format of the footnote.

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QUESTION 6B (CONTINUED)

7. Ensure that the letterhead and the letter fit on ONE A4 portrait page.

8. Save the file as SEMINAR.

9. Print the document on ONE page, and place the PRINTOUT in your EXAMINATION FOLDER.

‡
Insert system date, centred
‡
Dear **[TITLE] [DOCTOR], [COUNTRY]**
‡
With the coronavirus pandemic, people all over the world have become more aware of the best practices during a pandemic, from careful hand-washing to social distancing. Countries across the world declared mandatory stay-at-home measures, closing schools, businesses and public places. Dozens of companies and many more independent researchers began working on tests, treatments and vaccines. The push for the human race to survive the pandemic have become the primary concern in the world.
‡
We would appreciate your presence, input especially in your field of specialty namely **[SPECIALITY]** on **[DATE_1]**, at **[TIME]**, session **[SESSION]** at the international symposium here in New York, as we will value your input from your **[SPECIALITY]** in **[COUNTRY]**.
‡
We will gladly cover your travel expenses with the **[AIRLINE]** airways from **[COUNTRY]** to the United States and back.
‡
Insert a footnote after the word COVID-19

To reduce the risk of spreading COVID-19, health experts urge people to:
‡
Frequently and thoroughly wash your hands with soap and water for at least 20 seconds.
Cover coughs and sneezes with a tissue, or use your inner elbow or sleeve.
Avoid directly touching frequently contacted surfaces, such as elevators in public spaces.
Avoid touching your eyes, nose and mouth with unwashed hands.
Stay home if you're sick and keep your children home if they are sick.
Clean surfaces in your home and personal items such as cell phones.
‡
Kind Regards
‡
Sort the text alphabetically and insert bullets of your choice

Dr Gerard Butler
Epidemiologist
CDC, New York

(24)

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QUESTION 6C

1. Use the merge function of your word processing program to merge the invitations to the different specialists. To do this, use the data source that you created in QUESTION 6A and the primary document that you created in QUESTION 6B.

2. After the merging of the three letters has been completed, change the QUESTION NUMBER of the merged letters to QUESTION 6C.

3. Ensure that the footnote number remains as a. on all THREE letters.

4. All merged fields must be in bold.

5. Save the merged letters as SEMINAR6C.

6. Print the merged documents on THREE separate pages and place the PRINTOUTS in your EXAMINATION FOLDER.

(6)

QUESTION 6D

1. Open a new document and create labels for the different pandemics.

2. Create 12 labels, 4 columns and 5 rows. You may use the following label:
   LABEL VENDOR: AVERY A4/A5
   PRODUCT NUMBER: J5101

3. Ensure that you use landscape orientation.

4. Use Broadway 10 pt for the font of the entire document.

5. Display the borders of all the labels.

6. Insert the word 'Pandemic' on all the labels as a heading in bold, italics, 16 pt and right-aligned.

7. Use the data source that you created in QUESTION 6A to merge the following fields onto the labels, centred, in the following order:
   [TITLE]
   [DOCTOR]
   [SPECIALITY]
   [COUNTRY]

8. Insert the QUESTION NUMBER in capital letters, centred in the second last label and your EXAMINATION NUMBER centred in the last label.

9. Save the merged labels as SEMINAR6D.

10. Print the labels on ONE landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

(10)
[50]

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QUESTION 7

1. Retrieve the file, PANDEMIC, from the COMPUTER PRACTICE N6\STUDENT FILES folder. A copy of this file appears on pages 16-18.

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

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

4. Edit the document below and on the next pages as indicated in the instructions and according to the proofreading signs.

5. Change the font of the entire document to Tahoma 12 pt.

6. Create a style PANDEMIC for all level 1 paragraph headings and format as follows: left-aligned, upper case, bold, italics and underline. Apply this style to all level 1 paragraph headings.

7. Use automatic paragraph numbering to number the paragraphs as indicated in the text.

   Paragraphs marked with a * are main paragraph headings (level 1), ** indicates subparagraph headings (level 2), etc.

   Use the following paragraph numbering style for the four levels, 1 to 4:
   1. (Indent on 0,99 cm/0,39") –all level 1 numbers must be in bold and italics
   1.1. (Indent on 1,25 cm/0,49")
   1.1.1. (Indent on 1,75 cm/0,69")
   1.1.1.1. (Indent on 2,25 cm/0,89")

   Ensure that all paragraph numbers are aligned against the left-hand margin.

8. Insert the following endnote in bold, italics and 10 pt where indicated:
   Commonly known as the 'flu' the most common symptoms include runny nose, sore throat, muscle and joint pain, headache, coughing and feeling tired.

9. Insert the THREE page breaks as and where indicated.

10. Insert the equation where indicated. Centre the equation and insert a double border around the equation from the left- to the right-hand margin.

11. Use the search and replace function, find the word 'Pandemic' and replace it with the word 'EPIDEMIC' in bold, double underlined and upper case.

12. Insert the following footnote in bold, italics and 10 pt where indicated:
    An infectious and often fatal bacterial disease of the small intestines, typically contracted from infected water supplies and causing severe vomiting and diarrhoea.

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QUESTION 7 (CONTINUED)

13. Save the file as EPIDEMIC.

14. Print the document and place the PRINTOUTS in the correct order in your EXAMINATION FOLDER.

Centre the heading, bold and 16 pt. Insert a single border textbox around the text of the heading only, add 10% grey shading.

Pandemic: The widespread occurrence of disease

*HIV/AIDS Pandemic

**Death Toll: 36 million people

**Cause: HIV/AIDS

***First identified in Democratic Republic of the Congo in 1976.

***Peak timeframe of pandemic: 2005-2012

***The vast majority of infected people are in Sub-Saharan Africa, where 5% of the population is infected, roughly 21 million people.

****As awareness has grown, new treatments have been developed that make HIV far more manageable and many of those infected go on to lead productive lives.

*FLU Pandemic

Insert an endnote after the word, 'FLU', use C as the endnote number

**Death Toll: 1 million people

**Cause: Influenza

***The first reported case was on July 13, 1968 in Hong Kong.

***While the 1968 pandemic had a comparatively low mortality rate (5%), it still resulted in the deaths of more than a million people, including 500 000 residents of Hong Kong, approximately 15% of its population at the time.

---------- Insert a page break after this paragraph ----------

*ASIAN FLU Pandemic

**Death Toll: 2 million people

**Cause: Influenza

***China in 1956.

***In its two-year spree, Asian Flu travelled from the Chinese province of Guizhou to Singapore, Hong Kong and the United States.

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QUESTION 7 (CONTINUED)

*FLU Pandemic

**Death Toll: 20–50 million people

**Cause: Influenza

***Between 1918 and 1920 a disturbingly deadly outbreak of influenza tore across the globe, infecting over a third of the world's population.

***Of the 500 million people infected in the 1918 pandemic, the mortality rate was estimated at 10% to 20%, with up to 25 million deaths in the first 25 weeks alone.

****What separated the 1918 flu pandemic from other influenza outbreaks was the victims; it had begun striking down hardy and completely healthy young adults, while leaving children and those with weaker immune systems still alive.

*SIXTH CHOLERA Pandemic

**Death Toll: 800 000 + people

**Cause: Cholera → *Insert a footnote here, use 2 as the footnote number*

***Originated in India in 1910.

***American health authorities, having learned from the past, quickly sought to isolate the infected and in the end only 11 deaths occurred in the U.S.

---------- Insert a page break after this paragraph ----------

Change this page to landscape. Insert two parallel columns with a line between them. Centre page vertically.

*ASIATIC FLU Pandemic → *Column 2*

**Death Toll: 1 million people

**Cause: Influenza

***The first cases were observed in May 1889 in three separate and distant locations, Bukhara in Central Asia, Athabasca in north-western Canada and Greenland.

***It was the first true epidemic in the era of bacteriology and much was learned from it.

*THIRD CHOLERA Pandemic → *Column 1*

**Death Toll: 1 million people

**Cause: Cholera

***Originated in India from 1852.

***British physician John Snow, tracked cases of cholera and eventually succeeded in identifying contaminated water as the means of transmission for the disease.

---------- Insert a page break after this paragraph ----------

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QUESTION 7 (CONTINUED)

*THE BLACK DEATH Pandemic

**Death Toll: 75–200 million people

**Cause: Bubonic Plague

***From 1346 in Europe, Africa and Asia.

*PLAGUE OF JUSTINIAN Pandemic

**Death Toll: 25 million people

**Cause: Bubonic Plague

***Started in the year 541 in Europe.

****The Plague of Justinian was an outbreak of the bubonic plague.

*ANTONINE PLAGUE Pandemic

**Death Toll: 5 million people

**Cause: Unknown

***Started in the year 541 in Asia Minor, Egypt, Greece and Italy.

****This unknown disease was brought back to Rome by soldiers returning from Mesopotamia with either Smallpox or Measles decimating the Roman army.

*WHAT ABOUT COVID-19 (THE NOVEL CORONAVIRUS Pandemic)?

**The infection rate is still spiking.

**Cause: Unknown

***Beginning in December 2019, in the region of Wuhan, China.

****With the Corona virus pandemic, people all over the world have become more aware of the best practices during an pandemic, from careful hand-washing to social distancing.

Leave two line spaces and insert the equation here as displayed below, centred

$$Recoveries = [2\ Negative\ Tests^{\leq 24\ Hours}]\ or\ \frac{Symptoms\ Resolved}{< 14\ Days}$$

[34]

QUESTION 8

1. Retrieve the file, EPIDEMIC, as saved in QUESTION 7.

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

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

4. Change the font of the entire document to Century Schoolbook 12 pt.

5. Edit the document as indicated below:
MANIPULATION OF PAGE 1:

   5.1 Edit the heading 'EPIDEMIC: The widespread occurrence of disease' as follows:

   Edit the single border textbox to be a double border, make the shading darker.

   5.2 Leave 2 line spaces and key in the following headings:

   TABLE OF CONTENTS in 16 pt, bold, italics and left-aligned.
   PAGE NUMBER in 16 pt, bold, italics and right-aligned.

   5.3 Suppress the display of page numbers on this, the first page.

   5.4 Leave 2 line spaces and generate a table of contents by including the following:

   Mark all level 1 headings
   Mark all level 2 headings that refer to the cause of the EPIDEMIC.
   Manipulate the table of contents as follows: delete the level 2 headings at the first THREE level 1 headings.

   5.5 Use leader dots. Page numbers must be right-aligned.

   5.6 Insert a page break after the table of contents.

   MANIPULATION OF PAGE 2 (THE PAGE FOLLOWING THE TABLE OF CONTENTS):

   5.7 Insert a page number top centre, between the QUESTION NUMBER and EXAMINATION NUMBER in the same line. The page number must start with number 11 and must be bold and in italics.

   5.8 Centre this page vertically.

   5.9 Delete the endnote after the word 'FLU'.

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QUESTION 8 (CONTINUED)

MANIPULATION OF THE LAST PAGE:

5.10 Insert a page break after the last paragraph (What about COVID-19).

5.11 Key in the word 'INDEX' in 16 pt, bold, italics and centred.

5.12 Leave TWO line spaces after the word 'INDEX' and generate the index with the following words (in this order):

Cause, China, EPIDEMIC, FLU, India, Influenza, Originated, people

5.13 Use TWO columns. Page numbers must be right-aligned with leader dots. Manipulate the page numbers not to show the page number of the table of contents where the words might appear.

5.14 Save the file as INFLUENZA.

5.15 Print only page 1 (TABLE OF CONTENTS), the second page numbered as page 11, and the last page (INDEX) and place the PRINTOUTS in the correct order in your EXAMINATION FOLDER.

[36]

TOTAL SECTION B: 150

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SECTION C: SPREADSHEET

INSTRUCTIONS

1. Read the instructions for each question carefully before answering.

2. Use Arial 10 pt, except when instructed differently.

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

   Align the QUESTION NUMBER against the left-hand margin

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

4. Use the date function to insert all dates and time.

5. Refer to all values that must be repeated as absolute cell references.

6. All PRINTOUTS must fit on ONE A4 page. If a spreadsheet does not fit on ONE portrait page, you may use landscape orientation or adjust the margins, except when instructed differently.

7. Place all PRINTOUTS in the correct order in your EXAMINATION FOLDER. Only hand in ONE PRINTOUT per question.

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QUESTION 9A

Given the concerns about pandemics around the world, you are required to give a visual presentation in the form of graphs regarding COVID-19 statistics.

1. Retrieve the file, COVID19, saved in the COMPUTER PRACTICE N6\STUDENT FILES folder.

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

3. Create a mixed graph to display the TOTAL RECOVERED and the ACTIVE CASES. Display the data of TOTAL RECOVERED as a column graph and the data of ACTIVE CASES as a line graph.

4. Display the graph as an object below the spreadsheet, resize the graph from cells A10 to J26.

5. Display the data on the graph as follows:

    5.1 Graph title: COVID-19 STATISTICS in bold, italics, upper case and Century Schoolbook 16 pt. Insert a textbox around the graph title. Align the chart title to be top left of the graph.

    5.2 Display all the data label values on the graph. Display the data labels of TOTAL RECOVERED as base end and the data labels of ACTIVE CASES above.

    5.3 Display the two legends on the right-hand side of the graph.

    5.4 Insert the following X-axis title: Countries with most infections

    5.5 Insert the Y-axis title: Numbers recorded

    5.6 The X-axis must display the countries and the Y-axis must display the numbers recorded.

    5.7 Insert vertical and horizontal gridlines.

6. Save the graph as Q9ACOVID.

7. Centre the PRINTOUT vertically and horizontally. Print the graph and the data on ONE landscape page with row and column headings and place the PRINTOUT in your EXAMINATION FOLDER.

(18)

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QUESTION 9B

1. Retrieve the file, COVID19, from the COMPUTER PRACTICE N6\STUDENT FILES folder. (This is the same file that you used in QUESTION 9A).

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

3. Create a pie graph to display the ACTIVE CASES.

4. Display the data on the graph as follows:

5. Graph title:

    5.1 COUNTRIES WITH MOST ACTIVE COVID-19 CASES in bold, italics, upper case and Broadway 16 pt. Insert a textbox around the graph title. Align the graph title to be top left of the graph.

    5.2 Display the category names and the percentages as data label options on the graph as outside end.

    5.3 Display the legends on the right-hand side of the graph.

    5.4 Explode the segment of the UK.

6. Insert a border around the graph.

7. Save the graph as Q9BCOVID.

8. Print the graph as a new sheet on ONE landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

(15)
[33]

QUESTION 10A

You are requested to do a comparison of COVID-19 statistics in different countries of the world.

1. Retrieve the file, STATS, from the COMPUTER PRACTICE N6\STUDENT FILES folder.

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

3. Change the page layout to landscape orientation.

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QUESTION 10A (CONTINUED)

4. Edit the document on page 25 as indicated in the instructions and/or according to the proofreading signs. Key in all additional text as indicated.

5. Do not display the row and column headings. These are displayed to ensure that you use the correct cell addresses. Ensure that you key in any additional text in the cells as displayed. Do not insert any additional rows or columns unless instructed to do so.

6. Insert the picture, VIRUS, from the COMPUTER PRACTICE N6\STUDENT FILE folder in cell K1. Insert a double border around the picture. Change the size of the picture to 2,54 cm/1" in width and 3,81 cm/1,5" in height.

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

   A Assign the name 'PANDEMIC' to the reference table in cells A13:C19. Use this reference table and the appropriate function to calculate and display the TIME OF OUTBREAK column based on the PANDEMICS column.

   B Use this reference table again and the appropriate function to calculate and display the CASUALTIES IN MILLION column based on the PANDEMICS column.

   C Assign the name 'PLAGUES' to the reference table in cells E12:K13. Use this reference table and the appropriate function to calculate and display the TIME OF PLAGUE column based on the PANDEMIC PLAGUES column.

   D Calculate the DURATION OF PLAGUE IN YEARS.

   E Calculate the DURATION OF PLAGUE IN MONTHS by using DURATION OF PLAGUE IN YEARS.

   F Use the appropriate function to determine the total NUMBER OF PLAGUES. Display the answer as an integer.

8. Copy the formulae/functions to other cells where indicated.

9. Insert all vertical and horizontal borders as indicated.

10. Insert the following footer, centred, bold, italics and 16 pt: Pandemic: the widespread occurrence of disease

11. Save the spreadsheet as Q10ASTATS.

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

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QUESTION 10A (CONTINUED)

	A	B	C	D	E	F	G	H	I	J	K
1	Outbreak: Some of the Worst Pandemics in History	**Main heading: Centre, 16 pt**						**Insert the picture, Virus, in cell K1**			
2											
3					**Centre headings in row 4 horizontally and vertically, wrap headings as displayed, bold**						
4	**PANDEMICS**	**TIME OF OUTBREAK**	**CASUALTIES IN MILLION**	**PANDEMIC PLAGUES**	**TIME OF PLAGUE**	**TIME PLAGUE BEGAN**	**END OF PLAGUE**	**DURATION OF PLAGUE IN YEARS**	**DURATION OF PLAGUE IN MONTHS**		
5	AIDS pandemic and epidemic	**A**	**B**	Cocoliztli epidemic	**C**	1545	1548	**D**	**E**		
6	Asian Flu			Great Plague of London		1665	1666				
7	Flu pandemic			Great Plague of Marseille		1720	1723				
8	Plague of Justinian			Plague of Athens		430	433				
9	Spanish Flu			Plague of Cyprian		250	271				
10	The Black Death			Russian Plague		1770	1772				
11	NUMBER OF PLAGUES	**F**									
12	**Right-align**			**Range name: PLAGUES**	**PANDEMIC PLAGUES**	Cocoliztli epidemic	Great Plague of London	Great Plague of Marseille	Plague of Athens	Plague of Cyprian	Russian plague
13	**PANDEMICS**	**TIME OF OUTBREAK**	**CASUALTIES IN MILLION**		**TIME OF PLAGUE**	1545-1548	1665-1666	1720-1723	430-433 B.C.	A.D. 250-271	1770-1772
14	AIDS pandemic and epidemic	1981-present day	36								
15	Asian Flu	1957-1958	2,1								
16	Flu pandemic	1889-1890	1								
17	Plague of Justinian	A.D. 541-542	25	**Range name: PANDEMIC**	**Centre headings in row 12 and 13 (as indicated) horizontally and vertically, wrap headings as displayed, bold**						
18	Spanish Flu	1918-1920	500								
19	The Black Death	1346-1353	200								
20											

(27)

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QUESTION 10B

The purpose of this question is to display the formulae/functions that you used in QUESTION 10A.

1. Retrieve the file, Q10ASTATS.

2. Change the question number in the header to 10B.

3. Display the formulae/functions. Ensure that all columns are wide enough to display formulae/functions in full and that the formulae/functions are not cut.

4. Display row and column headings.

5. Hide columns A, F and G as well as the two reference tables.

6. Delete both the footer and the picture.

7. Centre the spreadsheet horizontally and vertically on the page.

8. Save the spreadsheet as Q10BSTATS.

9. Print the spreadsheet with row and column headings on ONE landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

(16)
[43]

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QUESTION 11A

You are requested to do projections in terms of COVID-19 loans to cover salaries for key staff, and then also on possible saving options for your company.

1. Key in the spreadsheet exactly as given on page 28 and answer the questions below.

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

3. Change the page layout to landscape orientation.

4. Edit the document below and on page 28 as indicated in the instructions and/or according to the proofreading signs. Do not display the row and column headings. These are only displayed to ensure that you use the correct cell addresses. Do not insert any additional rows or columns unless instructed to do so.

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

   A Calculate the TOTAL AMOUNT by multiplying AMOUNT OF LOAN PER EMPLOYEE (use absolute values) with SCENARIO 1, 2 and 3.

   B Calculate the MONTHLY PAYMENT by using the appropriate function.

   C Calculate the ANNUAL PAYMENT.

   D Calculate the TOTAL PAYMENT.

   E Calculate the TOTAL INTEREST PAID.

   F Calculate the FUTURE VALUE OF SAVINGS by using the appropriate function.

   G Calculate the SAVINGS WITHOUT INTEREST.

   H Calculate the INTEREST EARNED.

   Display ALL answers in bold.

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

7. Save the spreadsheet as Q11APMT.

8. Print the spreadsheet without row and column headings on ONE landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

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QUESTION 11A (CONTINUED)

	A	B	C	D	E	F	G	H	I
1	WORLD HEALTH ORGANISATION: PANDEMIC FINANCIAL ASSISTANCE								
2									
3	FINANCIAL COVID-19 AID SCHEME TO COMPANIES WORLD-WIDE								
4									
5	PERIOD OF LOAN IN YEARS		SCENARIO 1	10					
6			SCENARIO 2	12					
7			SCENARIO 3	15					
8									
9				TOTAL AMOUNT	ANNUAL INTEREST RATE OF LOAN	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL PAYMENT	TOTAL INTEREST PAID
10	AMOUNT OF LOAN PER EMPLOYEE:	R700 000,00	SCENARIO 1	**A**	25%	**B**	**C**	**D**	**E**
11			SCENARIO 2		25%				
12			SCENARIO 3		25%				
13									
14									
15	EMERGENCY FUND SAVINGS								
16									
17	PERIOD OF SAVING	ANNUAL INTEREST RATE	MONTHLY AMOUNT TO BE SAVED	FUTURE VALUE OF SAVINGS	SAVINGS WITHOUT INTEREST	INTEREST EARNED			
18	12	6,50%	R500,00	**F**	**G**	**H**			
19	24	6,50%	R500,00						
20	36	6,50%	R500,00						
21	48	6,50%	R500,00						
22									

Centre headings in row 9 horizontally and vertically, wrap headings as displayed

Centre headings in row 17 horizontally and vertically, wrap headings as displayed

(15)

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QUESTION 11B

The purpose of this question is to display the formulae/functions that you used in QUESTION 11A.

1. Retrieve the file, Q11APMT.

2. Change the question number in the header to 11B.

3. Display the formulae/functions. Ensure that all columns are wide enough to display formulae/functions in full and that the formulae/functions are not cut.

4. Display row and column headings.

5. Hide columns A, B and rows 1, 2, 3 and 4.

6. Centre the spreadsheet horizontally and vertically on the page.

7. Save the spreadsheet as Q11BPMT.

8. Print the spreadsheet with row and column headings on ONE landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

(17)
[32]

QUESTION 12A

You are requested to do an analysis of the countries affected by the COVID-19 virus.

1. Retrieve the file, COVID from the COMPUTER PRACTICE N6\STUDENT FILES folder.

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

3. Change the page layout to landscape orientation.

4. Edit the document on page 32 as indicated in the instructions and/or according to the proofreading signs. Key in all additional text as indicated.

5. Do not display the row and column headings. These are only displayed to ensure that you use the correct cell addresses. Ensure that you key in any additional text in the cells as displayed. Do not insert any additional rows or columns unless instructed to do so.

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

   A Calculate the ACTIVE CASES by deducting TOTAL RECOVERED from TOTAL CASES TO DATE.

   B Calculate the % INFECTED. Display the answer as percentage with TWO decimals.

   C Use the appropriate function to determine if the COUNTRY is BIG/SMALL. If the POPULATION is more than seventeen million, the answer should display the name of the COUNTRY. If not, the answer should display 'SMALL COUNTRY'.

   D Use the appropriate function to determine the RISK RATING. If the TOTAL CASES TO DATE are more than fifty thousand, the answer should display HIGH RISK. If less, the answer should display LOW RISK.

   E Use the appropriate function to determine the STATUS OF RECOVERY. If the TOTAL RECOVERED is more than thirty thousand, the answer should display GOOD RECOVERY. If less, the answer should display SLOW RECOVERY.

   F Use the appropriate function to determine MOST CASES.

   G Use the appropriate function to determine LOWEST CASES.

   H Use the appropriate function to determine the AVERAGE CASES.

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QUESTION 12A (CONTINUED)

7. Copy the formulae/functions to other cells where indicated.

8. Sort the spreadsheet according to the TOTAL CASES TO DATE with all corresponding data, from lowest to highest cases.

9. Insert all vertical and horizontal borders as indicated.

10. Save the spreadsheet as Q12ASTATS.

11. Print the spreadsheet without row and column headings on ONE landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

(24)

QUESTION 12B

The purpose of this question is to display the formulae/functions that you used in QUESTION 12A.

1. Retrieve the file, Q12ASTATS.

2. Change the question number in the header to 12B.

3. Display the formulae/functions. Ensure that all columns are wide enough to display formulae/functions in full and that the formulae/functions are not cut.

4. Display row and column headings.

5. Hide columns A, B and D.

6. Centre the spreadsheet horizontally and vertically on the page.

7. Save the spreadsheet as Q12BSTATS.

8. Print the spreadsheet with row and column headings on ONE landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

(18)
[42]

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QUESTION 12A (CONTINUED)

	A	B	C	D	E	F	G	H	I	J
1	The Mother of all Pandemics?		Main heading: Bold, italics, centre, 16 pt pt							
2										
3	The coronavirus COVID-19 is affecting 213 countries and territories around the world and 2 international conveyances.							Upper case (USE A FUNCTION), right-align		
4			Key in all additional text			Centre headings in row 6 horizontally and vertically, wrap headings as displayed, bold, italics				
5										
6	COUNTRY	POPULATION	TOTAL CASES TO DATE	TOTAL RECOVERED	ACTIVE CASES	% INFECTED	SMALL/BIG COUNTRY	RISK RATING	STATUS OF RECOVERY	
7	South Africa	59 281 463	83 890	44 920	**A**	**B**	**C**	**D**	**E**	
8	Belgium	11 588 002	60 476	16 751						
9	Sweden	10 097 180	56 043	17 349						
10	Netherlands	17 133 694	49 319	32 712						
11	Ecuador	17 632 936	49 097	24 123						
12	Portugal	10 197 556	38 089	24 010						
13		MOST CASES	F							
14	Centre →	LOWEST CASES	G							
15		AVERAGE CASES	H							
16										

Sort spreadsheet from low to high according to TOTAL CASES TO DATE

TOTAL SECTION C: 150

GRAND TOTAL: 200

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COMPUTER PRACTICE N6

ANSWER SHEET **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

SECTION A: THEORY

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

QUESTION 1: INFORMATION SYSTEMS

1.1 _____

_____

_____

_____

_____

(5 × 1) (5)

1.2 _____

_____

_____

_____

_____

_____

_____

(5 × 1) (5)

ANSWER SHEET **EXAMINATION NUMBER:**

1.3 _____

_____

_____

(3 × 1) (3)

1.4 _____

_____

(2 × 1) (2)

[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 × 1) **[10]**

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ANSWER SHEET **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 3: VIRUSES

3.1 _____

_____

_____

_____

_____

(5 × 1) (5)

3.2

3.2.1 _____

3.2.2 _____

3.2.3 _____

3.2.4 _____

3.2.5 _____

3.2.6 _____

3.2.7 _____

3.2.8 _____

3.2.9 _____

3.2.10 _____

(10 × 1) (10)

[15]

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ANSWER SHEET **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 4: TROUBLESHOOTING

4.1 _____

4.2 _____

4.3 _____

4.4 _____

4.5 _____

4.6 _____

4.7 _____

4.8 _____

4.9 _____

4.10 _____

(10 × 1) **[10]**

TOTAL SECTION A: 50

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