higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

1 JUNE 2018

This marking guideline consists of 9 pages.

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SECTION A: THEORY

QUESTION 1

1.1 True
1.2 True
1.3 True
1.4 False
1.5 True
1.6 True
1.7 False
1.8 False
1.9 True
1.10 False

(10 × 2) **[20]**

QUESTION 2

2.1 Double-click
2.2 Superscript
2.3 Toner
2.4 Margin
2.5 Page break
2.6 Cut and paste
2.7 Boarder
2.8 Icon
2.9 Drop-down menu
2.10 Peripheral

(10 × 2) **[20]**

QUESTION 3

3.1 C
3.2 B
3.3 D
3.4 D
3.5 D
3.6 A
3.7 C
3.8 A
3.9 B
3.10 B

(10 × 2) **[20]**

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QUESTION 4

4.1 H
4.2 G
4.3 A
4.4 I
4.5 B
4.6 C
4.7 J
4.8 D
4.9 F
4.10 E

(10 × 1) **[10]**

QUESTION 5

5.1
- Random Access Memory and the main working memory used by computer
- Data is stored in and retrieved from memory at random
- It is a temporary memory
- ROM
- Read Only Memory
- It is a permanent memory which not available for storing data
- Data cannot be changed (Any relevant answer) (6)

5.2 5.2.1 **Operating system**
- MS-DOS
- Windows 95, 98, 200, etc.
- Windows XP
- Vista
- Windows NT
- Linux and Unix
- Application system (Any TWO)

5.2.2 **Application software**
- Word processing
- Spreadsheet
- Database
- Pastel
- QuickBooks (Any TWO)

5.2.3 **Programming Language**
- Pascal
- Visual Basic
- Clarion
- Ada
- Java (Any TWO)

(3 × 2) (6)

5.3
- It is an electronic machine that receives data from input device.
- It carries out arithmetic and logical processing according to a previously compiled set of instructions.
- It stores the processed data.
- It sends the processed data to an output device. (4)

5.4
- Eight characters may be used (possible up to 255 characters).
- Spaces may be included in file names.
- Letters of the alphabet may be used.
- Capital letters and lowercase may be used.
- Numbers 0 to 9 may be used.
- Other signs are allowed e.g. ( ) & % # @ ! { } ^ $
- Some signs are not allowed to be used / ? : \ > < “+ = (Any 4 × 1) (4)

5.5
- Avoid downloading software from bulletin board systems.
- Avoid sharing removable disks.
- Install an antivirus program on the hard disk to identify and clear viruses.
- Check all diskettes and downloaded files by scanning them with antivirus software.
- Scan the disk for viruses once a week. (5 × 2) (10)

[30]

QUESTION 6

6.1 Monitor is used to display information

6.2 Keyboard is used as the main way of entering information in your computer

6.3 Printer is used to produce paper with information on it

6.4 Joystick is used in games to easily control the movement of the cursor

6.5 Mouse is a pointing device used to select and control the cursor

6.6 Stylus pen is used to create diagrams or graphic on the screen

6.7 Digital camera is used for taking photographs and storing them electronically in the memory

6.8 Cable is used to connect a peripheral device

6.9 USB is used as a storage device

6.10 Scanner is used to read text, images or graphics on paper and to convert them into machine-readable characters

(10 × 2) **[20]**

TOTAL SECTION A: 120

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SECTION B: PRACTICAL

WORD PROCESSING

QUESTION 1

EXAMINATION NUMBER

Special today

Your New Generation Community Farm MT

Beef roast	=	R6,99 per 100 g
Beef Texan steak	=	R6,99 per 200 g
Steakhouse	=	R33,20 per 300 g
Pork Texan steak	=	R5,99 per 100 g
Farmstead pork steak	=	R4,99 per 100 g
Lamb staanrib	=	R7,99 per 200 g
Boerewors	=	R6,50 per 100 g

Come!!! Come!!! While stocks last!!! Hurry!!! Hurry now!!!

To place your order:
Call Jack at 012 3542 134 or
Email at: jack345@gmail.com

QUESTION 1

1.1 Header correctly inserted ✓✓

1.2 Correct font: Arial 12pt ✓✓
Accuracy ✓✓✓✓

1.3 Printout ✓✓

[10]

QUESTION 2



2.1 Header changed ✓

2.2 Up Ribbon inserted ✓✓✓
Text moved ✓
Uppercase, bold, 20pt ✓✓✓

2.3 Information centred ✓✓

2.4 Subheading changed to uppercase, bold, size 14pt ✓✓✓

2.5 Information changed to bold, Brush Script MT, size 20pt ✓✓✓

2.6 Contacts underlined ✓

2.7 Up ribbon at the bottom with information and word style✓✓

2.8 Print ✓

[20]

SPREADSHEET

QUESTION 3A

3.1

EXAMINATION NUMBER **QUESTION 3A**

	A	B	C	D	E
1	NEW GENERATION COMMUNITY FARM				
2					
3	SPECIAL TODAY				
4					
5	ITEM	PRICE PER GRAM	GRAM SOLD	TOTAL AMOUNT	COMMISSION AMOUNT
6	Beef Roast	6.99	500		
7	Beef Texan Steak	6.99	1000		
8	Steakhouse	33.2	800		
9	Pork Texan Steak	5.99	2500		
10	Farmstead Pork Steak	4.99	3500		
11	Lamb Staanrib	7.99	600		
12	Boerewors	6.5	1500		

3.1.1 Accuracy ✓✓✓✓✓

3.1.2 Header correctly inserted ✓✓

3.1.3 Columns adjusted ✓

3.1.5 Print with row /column headings ✓✓ (10)

QUESTION 3B

3.2

EXAMINATION NUMBER **QUESTION 3B**

NEW GENERATION COMMUNITY FARM SPECIAL TODAY				
ITEM	**PRICE PER GRAM**	**GRAM TOTAL**	**TOTAL AMOUNT**	**COMMISION AMOUNT**
Beef Roast	R 6.99	500	R 3 495.00	R 3 774.60
Beef Texan Steak	R 6.99	1000	R 6 990.00	R 7 549.20
Steakhouse	R 33.20	800	R 26 560.00	R 28 684.80
Pork Texan Steak	R 5.99	2500	R 14 975.00	R 16 173.00
Farmstead Pork Steak	R 4.99	3500	R 17 465.00	R 18 862.20
Lamb Staanrib	R 7.99	600	R 4 794.00	R 5 177.52
Boerewors	R 6.50	1500	R 9 750.00	R 10 530.00
TOTAL	**R 72.65**	**10400**	**R 84 029.00**	**R 90 751.32**
Count	**7**			
Highest Commision				**R 28 684.80**
Lowest sold grams		**500**		

3.2.1 Header changed ✓

3.2.2 Information indicated in cells A13 to A16 ✓✓✓✓

3.2.3 Merged and centred, Algerian, size 18pt ✓✓✓

3.2.4 Row 3: Merged and centred, Algerian, size 14pt ✓✓

3.2.5 All headings are bold. ✓✓

3.2.6 A–F: Correct calculations for each = 2 marks each (6 x 2) (12)

3.2.7 R-sign and 2 decimal places✓✓

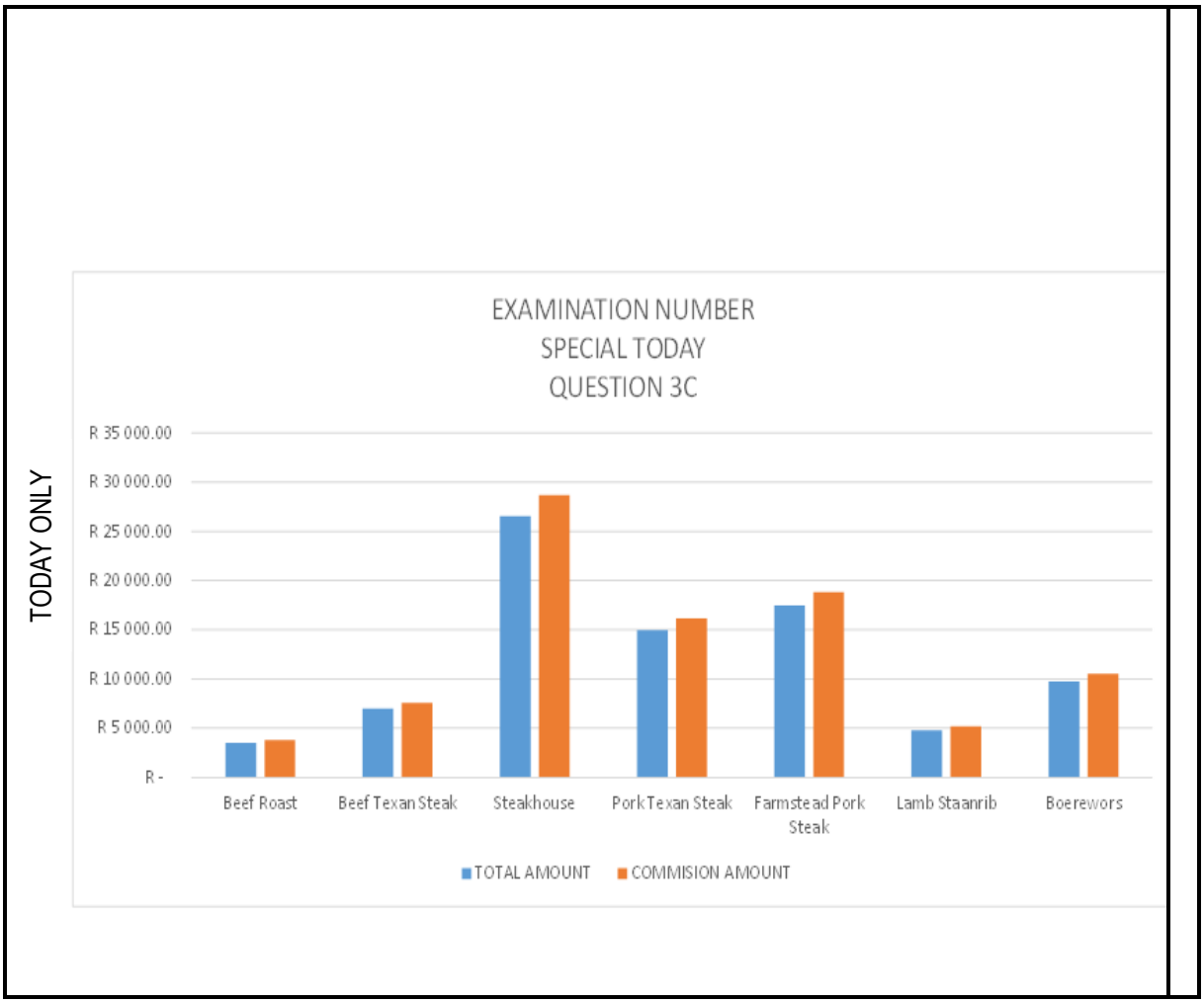
3.2.8 All lines correctly inserted ✓✓

3.2.9 Print document in A4 landscape. No row or column headings or gridlines ✓✓

(30)

QUESTION 3C

3.3



3.3.1 Column graph created ✓✓

3.3.2 Graph title correct ✓✓✓✓

3.3.3 Legend inserted below graph ✓✓

3.3.4 Print ✓✓

(10)
[50]

TOTAL SECTION B: 80
GRAND TOTAL: 200

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