higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N290(**E)**(J1)H

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

(4090454)

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09:00–12:00

This question paper consists of 12 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
DATA MANAGEMENT: FARMING N4
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.

2. Read ALL the questions carefully.

3. This paper consists of TWO sections:

   SECTION A: THEORY (Answer in the ANSWER BOOK)

   SECTION B: PRACTICAL (Answer in the COMPUTER ROOM)
   (A handwritten EXAMINATION NUMBER is NOT acceptable.)

4. Number the answers according to the numbering system used in this question paper.

5. Write neatly and legibly.

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SECTION A: THEORY

QUESTION 1

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 The recycle bin is a temporary storage area for files deleted from the hard disk.

1.2 A laser printer operates on the same principle as a photocopier.

1.3 GIGO means if the data input is incorrect, the information output will be incorrect.

1.4 Using diskettes from unknown sources to exchange data could prevent the spread of a computer virus.

1.5 In the control panel window you can change the hardware and software settings of the computer.

1.6 Hyphenation uses hyphens to make the right-hand margin more even or to fill up the gaps.

1.7 The hardware of a computer is part of the parts which cannot be touched.

1.8 Text or graphics entered in the footer appears automatically at the top of every page.

1.9 Style is a set of formatting characteristics that you can apply to a text in your document to quickly change its appearance.

1.10 Tab stop is the point where the cursor stops when the tab key is not pressed.

(10 × 2) **[20]**

QUESTION 2

Choose a word or term from the following list of words for each of the explanations given below. Write only the answer next to the question number (2.1–2.10) in the ANSWER BOOK.

toner; page break; boarder; peripheral; cut and paste; margin; icon; double-click; superscript; drop-down menu

2.1 To press and release the left mouse button twice in a quick succession

2.2 The text that is printed slightly smaller and above the main body of text

2.3 Powdered ink used in laser printers

2.4 The space between the edge of the paper and the start of the text

2.5 The point at which the text on one page ends and the text on the next page begins

2.6 The command used to move a file from one folder to another

2.7 A line drawn around text; a range of cells in a spreadsheet or a page

2.8 A symbol or graphic representation of a file or a function on which you click to select it

2.9 A list with options

2.10 A device such as a scanner that can be connected to a PC

(10 × 2) **[20]**

QUESTION 3

Various options are given as a possible answer to the following questions. Choose the answer and write only the letter (A–D) next to the question number (3.1–3.10) in the ANSWER BOOK.

3.1 When a word is too long to fit in on a line and is moved to the next line:

A Cut and paste
B Zoom
C Word wrap
D Move

3.2 … is an example of an output device.

A Hardware
B A monitor
C A keyboard
D A space bar

3.3 … display(s) the file name, type of file, size and an icon for the type of file.

A A list
B Details
C Icons
D Tiles

3.4 This device reads text, images or graphics on paper and converts them into machine-readable characters:

A Phone
B Monitor
C Stylus
D Scanner

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3.5 … is a field of technology that considers human capabilities and limitations when designing machines that people use.

A Extension
B Health issues
C Windows
D Ergonomics

3.6 Ctrl + Z is a combination key command for …

A undo.
B zip folder.
C zoom.
D save.

3.7 A file name may consist of a maximum of … characters.

A 300
B 299
C 255
D 200

3.8 An unregistered right that protects published and unpublished literary, scientific, musical and artistic works, et cetera.

A Copyright
B Security
C Piracy
D License agreement

3.9 A type of education where a computer is used online as medium of instruction:

A Electronic mail
B E-learning
C Instant messaging
D Mobile technology

3.10 … is an example of an operating system.

A Ms Word
B Linux and Unix
C A data-base program
D Software

(10 × 2) **[20]**

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QUESTION 4

Choose a word or term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question (4.1–4.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
4.1	Read-only document that is safe to send via internet	A	permanent storage
4.2	Is used to read digital e-books and magazines	B	iPod
4.3	CD-RW	C	copyright
4.4	Backup copy of only the files that have been changed since the last backup	D	spreadsheet
4.5	Portable device for playing audio files such as MP3 and WAV files	E	word processing
4.6	The exclusive legal right to print, reproduce, publish and sell any original book, song, computer programme, et cetera	F	gigabytes
4.7	This memory is the temporary memory of the computer	G	e-reader
4.8	A program that can manipulate numbers and analyse them	H	PDF file
4.9	Defines the size of the computer	I	incremental backup
4.10	A programme used to type letters	J	RAM

(10 × 1) **[10]**

QUESTION 5

5.1 Distinguish between RAM and ROM. (6)

5.2 Give TWO examples of each of the following:

5.2.1 Operating system

5.2.2 Application software

5.2.3 Programming language

(3 × 2) (6)

5.3 What is a computer? (4)

5.4 Name FOUR rules to remember when creating a file name. (4)

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5.5 State FIVE points to keep in mind to protect your computer against viruses. (10)
[30]

QUESTION 6

State ONE function of each of the following hardware devices:

6.1 Monitor

6.2 Keyboard

6.3 Printer

6.4 Joystick

6.5 Mouse

6.6 Stylus

6.7 Digital camera

6.8 Cable

6.9 USB

6.10 Scanner

(10 × 2) **[20]**

TOTAL SECTION A: 120

GS

SECTION B: PRACTICAL

WORD PROCESSING

1.	This section is done on the computer. Use the font type Arial 12pt.
2.	Your EXAMINATION NUMBER as well as the QUESTION NUMBER must appear as a header on each printout.
3.	The printouts to be marked must be placed in the cover/folder in the correct sequence.

QUESTION 1

1.1 Open MS Word and insert your EXAMINATION NUMBER on the left and the QUESTION NUMBER on the right as header.

EXAMINATION NUMBER QUESTION 1 (2)

1.2 Use Arial 12pt to type the following information: (2)

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 (4)

1.3 Save the document as QUEST 1, make a printout and put it in your folder. (2)
[10]

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QUESTION 2

2.1 Retrieve the document saved as QUEST 1 and change QUESTION 1 to QUESTION 2 in the header. (1)

2.2 Create a space at the top and insert the shape 'Up Ribbon' from Stars and Banners, adjust the size to 2 cm height and 18 cm width and then move the words 'Special today' inside the shape. Change the words to uppercase, bold and size 20pt. (7)



2.3 Change ALL the information to centre alignment. (2)

2.4 Change the heading to Your New Generation Community Farm Special Of The Day and format to uppercase, bold and size 14pt. (3)

2.5 Change the following information to bold, Brush Script, size 20pt:

Come!!! Come!!! While stocks last!!! Hurry!!! Hurry now!!! (3)

2.6 Underline the contact number and the e-mail address. (1)

2.7 Insert the up ribbon again at the end of the information. Resize it to 2 cm height and 18 cm width and add the following text, 'HURRY NOW!!!' Change the word style 'fill-gray-50% Accent 3, Sharp Bevel'.



(2)

2.8 Save the document and make a printout and place it in your folder. (1)

[20]

SPREADSHEET

QUESTION 3A

3.1 3.1.1 Create the following document in the spreadsheet program. USE THE EXACT CELL REFERENCES AS INDICATED.

	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		

(5)

3.1.2 Insert your EXAMINATION NUMBER on the left-hand side and QUESTION 3A on the right-hand side as a header. (2)

3.1.3 Adjust the columns where necessary to fit all the data as indicated. (1)

3.1.4 Save the document as QUEST 3A.

3.1.5 Print the document on A4 in portrait with row and column headings or the gridlines. (2)

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QUESTION 3B

3.2 3.2.1 Retrieve the document QUEST 3A and immediately save it as QUEST 3B. Also change QUESTION 3A to 3B in the header. (1)

3.2.2 Insert the information as indicated in cells A13 to A16. (4)

	A	B	C	D	E
1	NEW GENERATION COMMUNITY FARM				
2					
3	SPECIAL TODAY				
4					
5	**ITEM**	**PRICE PER GRAM**	**GRAM TOTAL**	**TOTAL AMOUNT**	**COMMISION AMOUNT**
6	Beef Roast	6.99	500	**A**	**B**
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		
13	**TOTAL**	**C**			
14	**Count**	**D**			
15	**Highest Commision**				**E**
16	**Lowest sold grams**		**F**		

3.2.3 Merge cells A1–E1 and centre and change font of the text to Algerian, size 18pt. (3)

3.2.4 Merge cells A3–E3 and centre and format the text to Algerian, size 14pt. (2)

3.2.5 Bold ALL the headings in rows 1 to 5. (2)

3.2.6 Insert the formulae and/or functions in the cells marked A–F on your spreadsheet. Use cell references and absolute addresses where applicable. Complete the spreadsheet.

A Total amount = *Grams sold* multiplied by *Price per gram*
B Commission amount = *Total amount* (A) increased by 8%
C Total = Total of each column from B–E
D Use the appropriate functions to calculate and get the correct number.
E Calculate the highest commission amount using the appropriate functions.
F Calculate the lowest amount of grams sold using the appropriate function.

(6 × 2) (12)

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3.2.7 Display all amounts as currency with two decimals. (2)

3.2.8 Insert horizontal and vertical lines using the method you are familiar with. (2)

3.2.9 Print the document in A4 landscape without row and column headings or gridlines. (2)

QUESTION 3C

3.3 3.3.1 Retrieve the document QUEST 3B and save as QUEST 3C. Create a column graph to display the Total amount and Commission amount of each item. (2)

3.3.2 The following must appear in the graph:

TITLE CENTRED: EXAMINATION NUMBER
SPECIAL TODAY
QUESTION 3C

Y-AXIS: TODAY ONLY (4)

3.3.3 Display the legend below the graph. (2)

3.3.4 Print the document in Landscape without the row and column headings. The document should fit onto one A4 page in landscape. (2)
[50]

TOTAL SECTION B: 80
GRAND TOTAL: 200

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