higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N300**(E)**(J4)H

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N5

(4090465)

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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 N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. This paper consists of TWO sections. SECTION A must be answered in the ANSWER BOOK and SECTION B is done on the computer.
2. Answer ALL the questions.
3. Read ALL the questions carefully.
4. Number the answers according to the numbering system used in this question paper.
5. Handwritten EXAMINATION NUMBERS in SECTION B is NOT acceptable.
6. Work neatly.

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SECTION A

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 drive.

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

1.3 Fragmentation occurs when a file is saved in several sectors of a diskette.

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

1.5 Executing program instructions is a function of the CPU.

1.6 E-mail is a low-cost way to transmit messages.

1.7 A portable computer is known as laptop.

1.8 A joystick is an example of a storage device.

1.9 'Hardware' refers to those parts of a computer that can be seen and touched.

1.10 The hardware and software setting of the computer can be changed in the control panel window.

(10 × 2) **[20]**

QUESTION 2

Choose the correct term from those given in brackets. Write only the term next to the question number (2.1–2.10) in the ANSWER BOOK.

2.1 (Windows XP/Microsoft Excel) is an example of an operating system.

2.2 The extension name (.EXE/.BAT) represents an executable file.

2.3 The purpose of low-level formatting is to divide the disk surface into basic elements known as (tracks/sectors/cylinders/partitions).

2.4 The control unit is part of the (CPU/RAM).

2.5 The capacity of a 3¾" high-density microdiskette is (1,44 MB/1,2 MB)

2.6 The (cut and paste/copy and paste) command is used to move a file from one folder to another.

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2.7 A (tape cartridge/scanner) is a device which is suitable for backing up data from a network file server

2.8 The file type (.docx/.xls). is often used for word processing documents

2.9 Low-level formatting is also known as (physical/logical) formatting.

2.10 The ink-jet printer is an example of a/an (nonimpact/impact) printer.

(10 × 2) **[20]**

QUESTION 3

Complete the following sentences by using the words in the list below. Write only the word or words next to the question number (3.1–3.10) in the ANSWER BOOK

updated; copyright; modem; plagiarism; antivirus; licence; software piracy; eight; e-reader; external hard disk

3.1 A … is a device that is linked to a telephone line to connect a computer with the internet.

3.2 An … is popular for making backups as it can be stored away from the computer.

3.3 An … is a mobile electronic device that is designed primarily to download and read digital e-books, magazines and newspapers.

3.4 Passwords should comprise a minimum of … characters.

3.5 Install an … on the hard drive to identify and clear viruses.

3.6 An antivirus program should be regularly …

3.7 … means you use someone else's work and present it as your own.

3.8 … means illegally coping copyrighted software.

3.9 When you buy and install a computer program you have to register a … for the program.

3.10 … is an unregistered right that comes into effect automatically to protect work that has been created.

(10 × 1) **[10]**

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QUESTION 4

Choose a word or words from COLUMN B to match a description in COLUMN A. Write only the letter (A–J) next to the question number (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	Used to read digital e-books and magazines	B	iPod
4.3	CD-RW	C	copyright
4.4	Backup copy of files that have been changed since the last backup	D	spreadsheet
4.5	Portable device for playing audio files, such as MP3 and WAV	E	word processing
4.6	Exclusive legal right to print, reproduce, publish and sell any original book, song, computer program, et cetera	F	gigabytes
4.7	Temporary memory of the computer	G	e-reader
4.8	Program that can manipulate and analyse numbers	H	PDF file
4.9	Defines the size of the computer	I	incremental backup
4.10	Program used to type letters	J	RAM

(10 × 1) **[10]**

QUESTION 5

5.1 Name FIVE ways in which data can be lost when work is done on a computer. (5)

5.2 Explain why backup media should be stored off-site. (2)

5.3 Complete the table below by filling in the missing information. Write only the answer next to the question number (5.3.1–5.3.3) in the ANSWER BOOK.

STORAGE DEVICE	CAPACITY
5.3.1	660 MB–700MB
DVD	5.3.2
USB flash drive	8 GB–128 GB
5.3.3	350 GB–2 TB (terabyte)

(3)

5.4 What are the FIVE main advantages of a GUI interface? (5)

5.5 Name any FIVE perating systems. (5)

5.6 Give FIVE ways in which you can protect your computer against viruses. (5 × 2) (10)

[30]

QUESTION 6

Write down the abbreviations in full.

6.1 CTS

6.2 CPU

6.3 RSI

6.4 VDU

6.5 LAN

6.6 CD-RW

6.7 USB

6.8 MHz

6.9 ASCII

6.10 IT

(10 × 1) **[10]**

TOTAL SECTION A: 100

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SECTION B

- This section is done on the computer. Use Arial 12 pt.
- Your EXAMINATION NUMBER as well as the QUESTION NUMBER must appear as a header on each PRINTOUT.
- The PRINTOUTS you want to be marked must be placed in the EXAMINATION FOLDER in the correct sequence.

WORD PROCESSING

QUESTION 7

This document has already been keyed in by the computer lecturer on the data diskette and saved as QUEST 7.

Healthy eating strengthens your body so that your immune system is able to help fight infections associated with HIV and AIDS.

Energy and nutrients are obtained through healthy foods. Healthy eating means eating foods that supply your body with all the energy and nutrients it needs every day.

Problems with digestion

The HI virus may cause damage to your gut lining, which means that you may not be able to digest and absorb nutrients properly.

Eat a wide variety of foods

Make starchy foods the basis of most meals. Eat plenty of fruit and vegetables every day. Animal proteins should be eaten daily. Eat dry beans, peas, lentils and soy beans regularly. Include sugar, fats and oils. Prepare and store your food safely.

Vitamin A

This is important to keep you healthy and prevent infections. Fruit that contains vitamin A are yellow peaches, paw-paw, mangoes and apricots.

Vitamin C

This is important to fight infections. Fruit that contains vitamin C are oranges, naartjies, grape fruit, lemons, guavas and mangoes.

Healthy eating does not have to be expensive.

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7.1 Open the document saved as QUEST 7 and insert your EXAMINATION NUMBER left and QUESTION 7 right as header. (2)

7.2 Insert a word art of your choice above the first paragraph using the following as the main heading:

A HEALTHY DIET (4)

7.3 Remove ALL the underlining from ALL the subheadings and change them to upper case. (3)

7.4 Apply drop-cap to the first letter of the first paragraph. (2)

7.5 Insert a page break before the subheading VITAMIN A. (2)

7.6 Change the subheading paragraph VITAMIN A and VITAMIN C to two-column paragraphs with a line between them. (2)

7.7 Insert page numbering at the bottom centre starting at 4. (2)

7.8 Change the last paragraph to italics. (2)

7.9 Save the document, make a PRINTOUT and place it in your EXAMINATION FOLDER. (1)
[20]

SPREADSHEET

QUESTION 8

QUESTION 8A

8.1 8.1.1 Use Excel to create the following spreadsheet. Use the exact cell references as indicated.

	A	B	C	D	E	F
1	BROWN BROWN INCOME STATEMENT					
2						
3		Current year	Previous year	Difference	Difference as %	Current average per month
4	Sales	430843	365690			
5	Cost	185000	144350			
6	Profit					
7						
8	EXPENSES					
9						
10	General	112780	97210			
11	Postage	643	441			
12	Total					
13						
14	NET PROFIT					

(3)

8.1.2 Insert your EXAMINATION NUMBER and QUESTION 8A on the right-hand side as a header. (2)

8.1.3 Adjust the columns to fit all data as indicated. (1)

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

8.1.5 Save the document as QUEST 8A. (2)

8.1.6 Print the document on an A4 portrait page with row and column headings. (2)

[12]

QUESTION 8B

8.2 8.2.1 Retrieve the document QUEST 8A and save it as QUEST 8B. Change QUESTION 8A to 8B. (1)

	A	B	C	D	E	F
1	BROWN BROWN INCOME STATEMENT					
2						
3		Current year	Previous year	Difference	Difference as %	Current average per month
4	Sales	430843	365690	**D**	**E**	**F**
5	Cost	185000	144350	**D**		
6	Profit	**A**				
7						
8	EXPENSES					
9						
10	General	112780	97210	**D**		
11	Postage	643	441	**D**		
12	Total	**B**				
13						
14	NET PROFIT	**C**				

8.2.2 Merge and centre cell ranges A1–F1 and change the font size to 20 pt. (3)

8.2.3 Change rows 1, 3, 8 and 14 to bold. (4)

8.2.4 Adjust the columns to fit ALL information. (2)

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8.2.5 Provide the formulae and/or function for cells marked with a letter of the alphabet. Use cell references and absolute addresses where applicable. Copy the formulae as indicated to complete the spreadsheet.

A Profit = sales minus cost

B Total (expenses) = general + postage.

C Net profit = profit minus total (expenses)

D Calculating the difference between the current year and the previous year.

E Difference as %

F Current average per month (current year divided by 12)

(6 × 2) (12)

8.2.67 Display ALL amounts as currency with TWO decimals. (3)

8.2.7 Apply 25% grey shading, background 2 in row 14. (3)

8.2.8 Print the document on an A4 landscape page without row and column headings or the gridlines. (2)

[30]

QUESTION 8C

8.3 8.3.1 Retrieve the document QUEST 8B and save it as QUEST 8C. Change QUESTION 8B to 8C. (2)

8.3.2 Display all formulae and adjust the columns widths so that ALL formulae are visible. (4)

8.3.3 Print the document in landscape without row and column headings. The document should fit on ONE A4 landscape page. (2)

[8]

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DATABASE

QUESTION 3

9.1 9.1.1 Create a data base named STOCK and your EXAMINATION NUMBER. (3)

9.1.2 Create a table and name it NET PROFIT QUESTION 9B EXAMINATION NUMBER. (5)

9.1.3 Use the field names and formatting as indicated below.

FIELD NAME	INFORMATION
CATEGORY	Consists of a maximum 20 characters
TRADE MARK	Consists of a maximum 10 characters
MODEL	Consists of a maximum 10 characters
QUANTITY	Number (integer)
WHOLE SALE	Will not exceed R9 999
RETAIL	Will not exceed R9 999
DUE DATE	Format (yyyy/mm/dd)

9.1.4 Save the information and make a PRINTOUT of the structure. Do NOT print any properties. (2)

9.2 9.2.1 Key in the following records on the table. (7)

STOCK

CATERGORY	TRADE MARK	MODEL	QUANTITY	WHOLE SALE	RETAIL	DUE DATE
AMPLIF	CDO	T-43	5	R 225.49	R 350.99	2016/09/11
SPEAKER	FOPS	P-65	50	R 199.00	R 249.99	2016/09/10
TAPE	RECK	RTS-3	10	R 150.39	R 251.77	2016/08/23
TURN	ZARD	78-P	8	R 595.00	R 850.00	2016/10/02
FORK	KLOP	FCX-9	5	R 89.78	R 138.34	2016/05/26
SPADE	RALS	GP-67	15	R 250.00	R 350.00	2016/03/17

9.2.2 Save the document and make a PRINTOUT of all the records. The PRINTOUT must fit on an A4 landscape page. (3)

[20]

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9.3 Create a query which includes the following fields:

CATEGORY	QUANTITY	WHOLESALE	RETAIL	PROFIT

9.3.1 Sort the contents of the database in ascending order according to PROFIT. (2)

9.3.2 Calculate the profit by quantity × retail – quantity × wholesale. (4)

9.3.3 Sort the query by PROFIT in ascending order. (2)

9.3.4 Display the following on the query header:

BENEFIT, EXAMINATION NUMBER and QUESTION 9C. (1)

9.3.5 Save as QUESTION 9C and make ONE PRINTOUT of the form. (1)
[10]

TOTAL SECTION B: 100
GRAND TOTAL: 200

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