higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N5

27 MAY 2019

This marking guideline consists of 8 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	D		
	1.1.2	L		
	1.1.3	K		
	1.1.4	J		
	1.1.5	A		
	1.1.6	I		
	1.1.7	F		
	1.1.8	B		
	1.1.9	E		
	1.1.10	G		
			(10 × 1)	(10)
1.2	1.2.1	Rich Text document		
	1.2.2	Internet document		
	1.2.3	Temporary file		
	1.2.4	MS Access database		
	1.2.5	MS Excel spreadsheet		
	1.2.6	Wave sound (audio file)		
	1.2.7	MS Word (word processing)		
	1.2.8	Adobe Acrobat Portable		
	1.2.9	Bitmap Image		
	1.2.10	WinZip compressed file		
			(10 × 1)	(10)
1.3	1.3.1	D		
	1.3.2	C		
	1.3.3	B		
	1.3.4	C		
	1.3.5	A		
	1.3.6	D		
	1.3.7	C		
	1.3.8	B		
	1.3.9	A		
	1.3.10	D		
			(10 × 1)	(10)
				[30]

QUESTION 2

2.1
1 – Name box
2 – Active cell
3 – Status bar
4 – Insert worksheet tab
5 – Document views
6 – Zoom toolbar
7 – Vertical scroll bar
8 – Formula bar
9 – Title bar
10 – Ribbon

(10 × 1) (10)

2.2 2.2.1 Database is an organised collection of related information or data.

2.2.2 Creditor is a person or an institutions that a business owes money to

2.2.3 Disk copy works with removable disks, which must be the same type. It prompts you to insert the source and destination.

2.2.4 Debtor is someone who owes money to a business

2.2.5 Invoice is a slip or paper that is issued to represent a proof of payment

2.2.6 User account is a unique name given to every user to access a network or computer and is used to identify every user.

(6 × 2) (12)
[22]

QUESTION 3

3.1 3.1.1 Has an input peripheral, which connects the user to a computer

3.1.2 An output peripheral, which produces paper copies of information

3.1.3 Used to drag, select, double click, point, etc.

3.1.4 Brain of the computer used to process information

3.1.5 Displays information on a screen

(5 × 2) (10)

3.2 The shortcut menu appears (2)

3.3
- Close all application system and files
- Click on the Start menu
- Select Shut down and click
- A pop-up window will appear confirming whether or not you want to shut down. Reply by clicking Yes. (Any 3 × 2) (6)

3.4
- Numerical key
- Functional key
- Alphabetical key
- Special function keys, e.g. Ctrl key
- Arrow key (Any 4 × 2) (8)

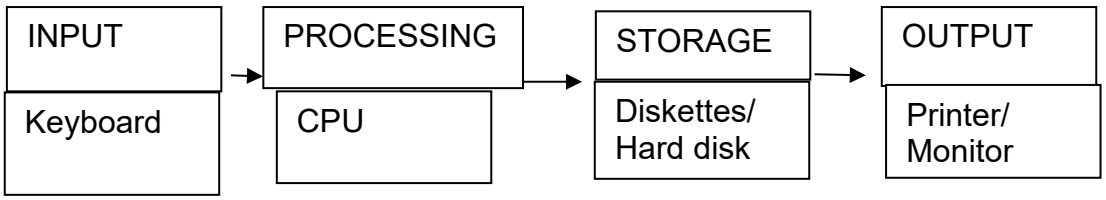
[26]

QUESTION 4

4.1
- Launch the installed antivirus programme
- Click Start
- Click Programs
- Click Antivirus programme
- Reboot your computer if prompted to do so
- Run a system scan
- Infected files can now be treated, removed or deleted. (Any 5 × 2) (10)

4.2
- Norton antivirus
- McAfee antivirus
- Malwarebytes antivirus
- AVG antivirus
- Bit Defender
- Kaspersky
- PC Cillin (Any 2 × 1) (2)

4.3



(10)

[22]

TOTAL SECTION A: 100

WORD PROCESSING

QUESTION 1

EXAMINATION NUMBER QUESTION 1



TOBACCO & CLOVE BUSINESS

Taufan Suharsono is the successor of CV Restu Sejati, a family-owned business called Tobacco & Clove, which was founded by his grandfather in 1959. The company is present in more than 10 regions across Indonesia. In 2014, Taufan's company initiated the Sustainable Sourcing project in order to establish a long-term relationship with the farmers by providing financial and technical support in order to increase their productivity, efficiency, product quality and living standard through sustainable farming methods. Taufan's company currently employs 39 permanent employees and more than 300 seasonal workers across seven buying stations in Indonesia.

Managing production for some of the largest buying companies in the world can be a very challenging task, especially if there is a need for complete traceability, which will ensure buyers' trust in the origin, quality and production practices of each farmer the produce is bought from. Having a tool that can help in an efficient way should be a primary focus if long-term sustainability is to be ensured.

Large agricultural corporations are faced with a great challenge of ensuring sufficient quantity in order to keep their production going, which is why they work with farmers, often smallholders too, in order to ensure that their ever-growing demand is met. The challenge is in securing a large enough quantity, which is traceable and meets the necessary quality standards.

EXAMINATION NUMBER QUESTION 1

Long-term farming sustainability comes from using the latest and best production practices for each crop. For farmers, having access to knowledge is vital in this case, and easy access to that knowledge is always an advantage. Sound production practices also include the need to keep track of production costs, which includes managing farming input, fertilisers, pesticides, labour, machinery and other crop-related costs. Ensuring that all these boxes are ticked will undoubtedly ensure a competitive edge through increased quality, more cost-effective production and complete traceability. Introducing traceability from the field is only possible through the implementation of the latest farm management technologies. What better way is there than to adopt a cloud-based solution, which is complete and powerful, yet easy to use and multilingual?

Additionally, one of the most important aspects of adopting new technology in an ever-growing business is scalability so that solutions that are long-term investments are able to scale up significantly in order to support a company in all stages of its growth. There are always challenges when adopting new technology, however, successfully adopting farm management software seals the traceability black hole, which is currently present in the food sourcing industry where there are no actual, easily accessible data satisfying necessary traceability standards.

"With the ability to gather and store substantial information from every phase of the production process, we can easily trace who is the grower, where and when the crop was planted, what crop input and active substances were used, when it was harvested, how much cash the grower earned and what practices were used to produce the products." ~ Taufan Suharsono

Industry leaders, such as Taufan, are the bringers of change. Their responsibility is also two-fold; towards their buyer, but also towards the farmer. Taufan's role is to provide value on all sides, ultimately improving the livelihood of the farmers as well.

8

1.1 Header inserted✓
1.2 Main heading, sp caps, size✓✓✓✓
1.3 Column changed✓✓
1.4 Paragraph deleted✓✓
1.5 Drop cap✓✓
1.6 Page break✓✓
1.7 Page numbering✓✓
1.8 Last paragraph formatted✓✓
1.9 Picture moved✓✓
1.10 Print✓

[20]

SPREADSHEET

QUESTION 2A

QUESTION 2A
EXAMINATION NUMBER

	A	B	C	D	E	F	G
1	CLOCK CARD: MOLOLO JAN						
2							
3	WEEK ENDING: 2016-09-11						
4							
5							
6		Morning		Afternoon			
7		In	Out	In	Out	TOTAL	
8							
9	Monday	07:55	12:55	14:00	17:00		
10	Tuesday	07:05	12:05	14:00	17:00		
11	Wednesday	07:35	12:05	14:00	17:00		
12	Thursday	07:45	13:15	14:00	17:00		
13	Friday	06:58	12:58	14:00	16:00		
14							
15	TOTAL						
16							
17	Saturday	08:00	12:00	15:30	17:30		
18	Sunday	09:00	12:00				

2.1.1 Accuracy✓✓✓✓✓
2.1.2 Header inserted✓✓
2.1.3 Adjusted column✓✓
2.1.4 Save✓✓
2.1.5 Print with row & column heading ✓✓

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QUESTION 2B

QUESTION 2B
EXAMINATION NUMBER

CLOCK CARD: MOLOLO JAN

WEEK ENDING: 2016-09-11

	Morning		Afternoon		
	In	Out	In	Out	TOTAL
Monday	07:55	12:55	14:00	17:00	8
Tuesday	07:05	12:05	14:00	17:00	8
Wednesday	07:35	12:05	14:00	17:00	8
Thursday	07:45	13:15	14:00	17:00	9
Friday	06:58	12:58	14:00	16:00	8
TOTAL					40
Saturday	08:00	12:00	15:30	17:30	6
Sunday	09:00	12:00			3
TOTAL					9

2.2.1 Header changed ✓✓
2.2.2 Merged formatted ✓✓✓
2.2.4 A = all correct ✓✓✓✓
B = correct✓✓✓
C = correct ✓✓✓
D =correct ✓✓✓
2.2.5 Lines drawn correctly ✓✓
2.2.6 Shading done ✓✓✓
2.2.7 Print with ✓✓

(26)

QUESTION 2C

CLOCK CARD: MOLOLO JAN

WEEK ENDING: 2016-09

	Morning		Afternoon		
	In	Out	In	Out	TOTAL
Monday	0.329861111111111	0.538194444444444	0.583333333333333	0.708333333333333	=(C9-B9)*24+(E9-D9)*24
Tuesday	0.295138888888889	0.503472222222222	0.583333333333333	0.708333333333333	=(C10-B10)*24+(E10-D10)*2
Wednesday	0.315972222222222	0.503472222222222	0.583333333333333	0.708333333333333	=(C11-B11)*24+(E11-D11)*2
Thursday	0.322916666666667	0.552083333333333	0.583333333333333	0.708333333333333	=(C12-B12)*24+(E12-D12)*2
Friday	0.290277777777778	0.540277777777778	0.583333333333333	0.666666666666667	=(C13-B13)*24+(E13-D13)*2
TOTAL					=SUM(F9:F13)
Saturday	0.333333333333333	0.5	0.645833333333333	0.729166666666667	=(C17-B17)*24+(E17-D17)*2
Sunday	0.375	0.5			=(C18-B18)*24+(E18-D18)*2
TOTAL					=SUM(F17:F18)

2.3.1 Header changed ✓✓
2.3.2 All formulae correct ✓✓✓✓✓
2.3.3 Print in landscape ✓✓

(10)
[50]

DATABASE

QUESTION 3.1

C:\Users\ \Documents\SET 4 N5 DATA MEMO.accdb 27 January 2017
Table: NEW STOCK Page: 1

Columns

Name	Type	Size
PART NUMBER	Short Text	20
PART NAME	Short Text	30
NO IN STOCK	Integer	2
AMOUNT	Currency	8
DATE	Date With Time	8

Structure
Exam and database name✓
Accuracy✓✓
Name✓✓
Field✓✓
Size✓✓
Print✓

(10)

QUESTION 3.2

TABLE

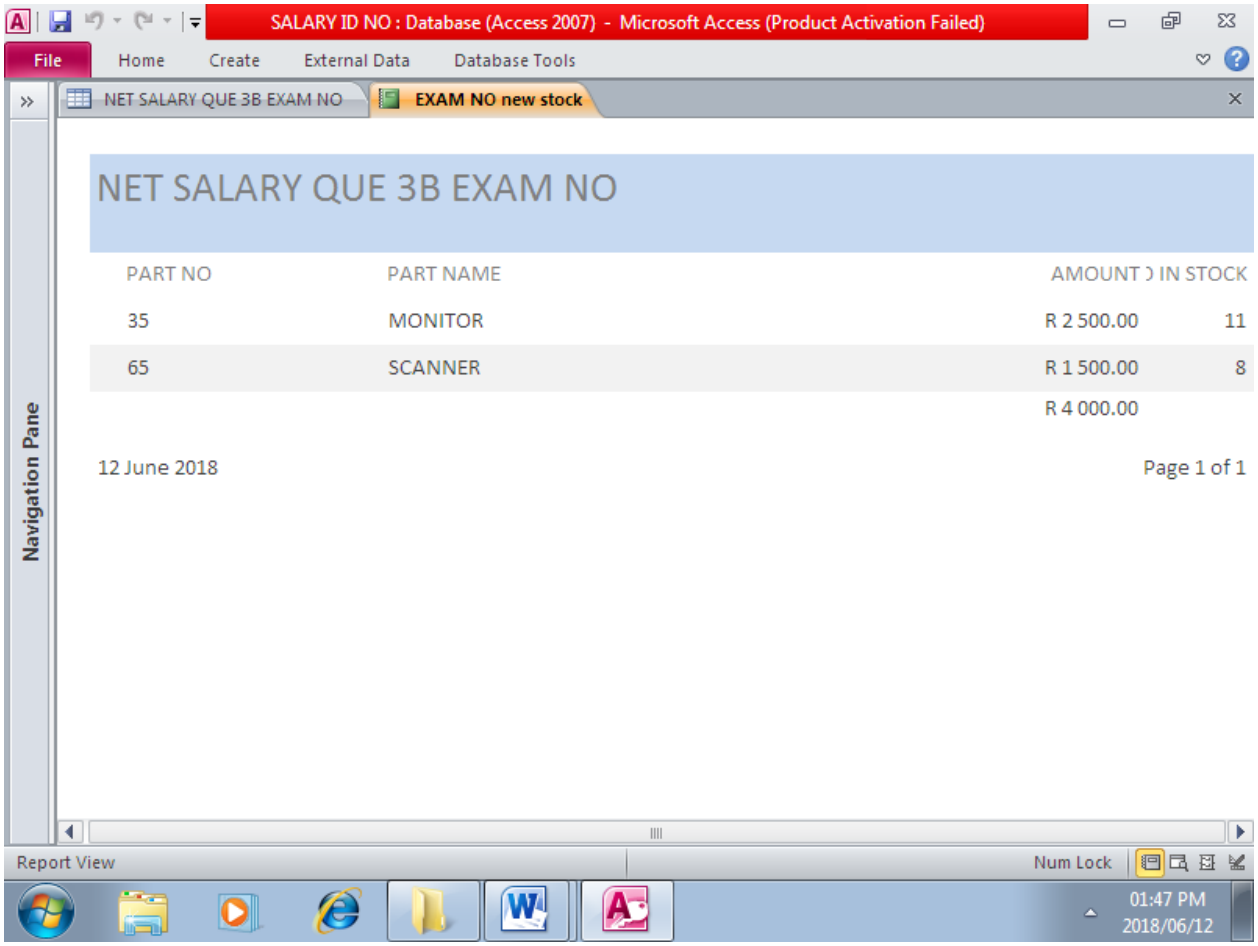
NEW STOCK 2017/01/27

PART NUMBER	PART NAME	NO IN STOCK	AMOUNT	DATE
35	Monitor	11	R 2 500.00	2016/12/04
58	MODEM	12	R 350.00	2017/01/10
65	SCANNER	8	R 1 500.00	2017/01/11
74	FLASH DISK	9	R 100.00	2016/12/15

(10)

QUESTION 3.3

REPORT



(10)
[30]

TOTAL SECTION B: 100
GRAND TOTAL: 200

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