higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N300**(E)**(M31)H

NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N5

(4090465)

31 May 2016 (X-Paper)
09:00–12:00

This question paper consists of 14 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. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Write neatly and legibly.

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SECTION A

QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 Each Web page has a unique address called ...

A URL.
B ISP.
C HTML.
D UPS.

1.2 The shape of the cursor that lets you know a word or image on a webpage will link you to another webpage.

A Arrow
B Double line
C Straight line
D Hand

1.3 The ... option included in the control panel, allows you to install and uninstall programs.

A Add and Remove programs
B Add Hardware
C Sounds and Audio Devices
D Display

1.4 The computer is off and then switched on.

What is the procedure called ...

A cold boot.
B hot boot.
C both.
D None of the above.

1.5 The ... is referred to as the permanent memory of the computer.

A BIT
B ROM
C RAM
D None of the above

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1.6 ... is the default page that opens automatically in the browser window each time when you start Internet Explorer.

A Webpage
B Homepage
C Website
D Blank page

1.7 Produce characters by means of a mechanism that strikes the paper physically.

A Ink-jet printers
B Thermal printers
C Impact printers
D Laser printers

1.8 Which ONE does not belong in this grouping?

A USB Flash disk
B Operating system
C Application programs
D Language systems

1.9 Which ONE is the smallest unit of capacity?

A Byte
B Bit
C Gigabyte
D Megabyte

1.10 Which character may be used in file names?

A /
B :
C >
D !

(10 x 2) **[20]**

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QUESTION 2

Choose a description from COLUMN B that matches a word/item in COLUMN A. Write only the letter (A–J) next to the question number (2.1–2.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
2.1	Resides itself onto the first sector of a disk	A	worms
2.2	Triggered by a particular set of conditions	B	Kaspersky
2.3	Can be seen as a chain letter that propagates through the memory of a computer	C	EXEBUG
2.4	Area in the computer where a virus hide	D	symptom of a virus
2.5	The stage just after the virus has been attached to the host	E	boot sector virus
2.6	A popular anti-virus programme	F	dormancy period
2.7	A virus that overwrites data with random characters and makes retrieval of data and files impossible	G	VSAFE
2.8	Suspicious system functioning	H	perform virus scan
2.9	Method to prevent virus infection	I	time bombs
2.10	Memory-resident program found in the autoexec.bat file	J	partition table

(20 x 2) **[20]**

QUESTION 3

3.1 Explain briefly the procedure on how to compress (zip) a file or folder. (5)

3.2 What is the use of Uninterrupted Power Supply? (2)

3.3 What can you do to protect a computer against a virus infection? (6)

3.4 Write down the steps to follow to Turn On Overtype Mode. (4)

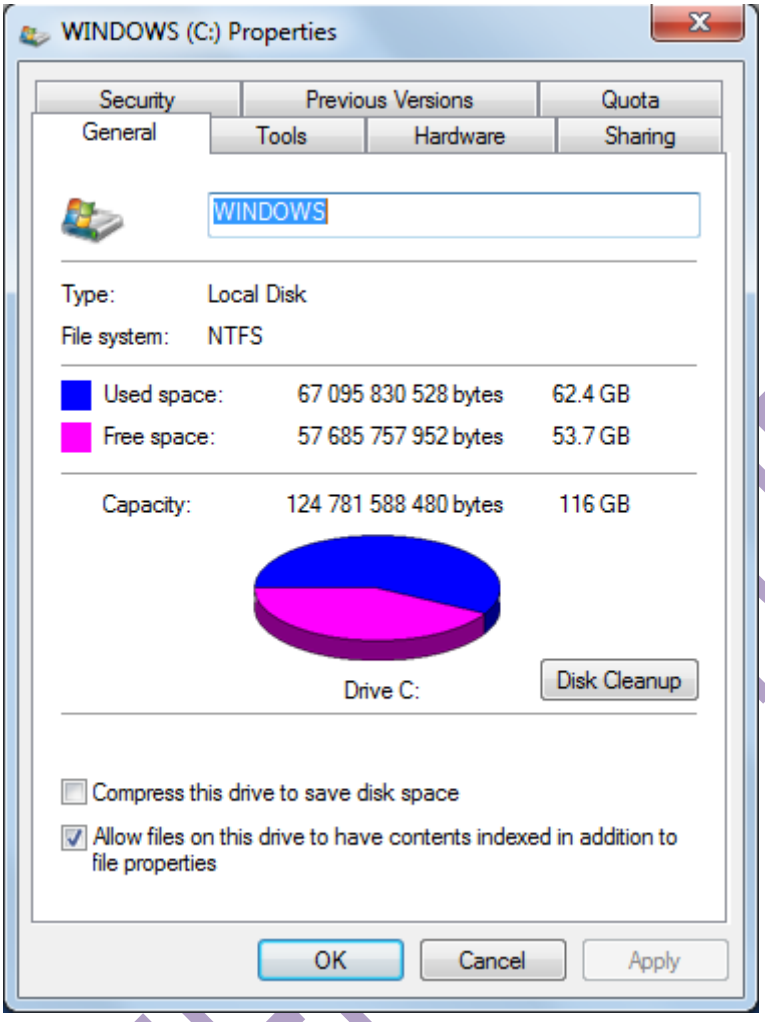
[17]

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QUESTION 4

Study the picture of the properties below and answer the questions.

4.1



4.1.1 What is the name of the drive displayed (2)

4.1.2 What is the file system for the above picture? (2)

4.1.3 What is the capacity for this drive? (2)

4.1.4 How much space can still be used? (2)

4.1.5 Explain how to obtain the above screen. (4)
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QUESTION 5

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (5.1–5.10) in the ANSWER BOOK.

5.1 Right click the mouse button gives you the short cut menu.

5.2 RAM stand for Read Application Memory.

5.3 Joy stick is an example of input peripherals.

5.4 ROM is available for storing data and data can be changed.

5.5 Warm boot is pressing Ctrl, Alt and Delete keys simultaneously.

5.6 Ctrl+A is highlighting the entire document.

5.7 Copyright is an unregistered right to protects published and unpublished literary, scientific, artistic works, etc.

5.8 Pressing Ctrl + V is pasting what you have copied.

5.9 The Home tab on Microsoft word displays a set of four groups on the ribbon.

5.10 One of the advantages of LAN is to transfer data between computers.

(10 x 1) **[10]**

QUESTION 6

Activate the Help and Support program from the START button on the taskbar. Use the Index tab to search for information on 'how to remove spyware' Select the option that will provide you with the relevant information. Make a print screen function to copy information to MS Word, insert your Examination Number, Question number and print. **[7]**

QUESTION 7

Give a short explanation of the following words:

7.1 Firewall

7.2 Podcasts

7.3 Teleworking

7.4 Repetitive Strain

7.5 Spam

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7.6 Stylus

7.7 E-Government (7 x 2) **[14]**

TOTAL SECTION A: 100

SECTION B: (PRACTICAL)

This section is done on the computer. Only use the **font type Arial 12pt.** Unless instructed otherwise.

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 cover/folder in the **CORRECT SEQUENCE.**

WORD PROCESSING

QUESTION 1

This document has already been keyed in by the computer lecturer on the data diskette. The name of the document is **QUEST1**. The following is a copy of the document saved as **QUEST 1**

What Is The Vegetable Group
The vegetable group is made up of all vegetables and this includes vegetable juice that is 100% vegetable juice. Some vegetables you can eat raw while other vegetables require some cooking before eating. If the peel is edible, there is usually lots of fiber and nutrients in the peel, even if it is cooked.

Note: Tomatoes are actually fruits but we list them under vegetables to keep in line with the USDA categories.

Ways To Purchase Vegetables
Vegetables can be bought in different ways. You can find vegetables fresh in the produce section or you can buy it in cans, jars, and frozen packages.
Vegetables are great in any way, the most important point is to eat them, plenty of them.

Vegetables come is such a large variety that you and your family have lots of choices. Many fresh vegetables can be eaten raw. Eating fresh vegetables is the most natural way to eat them and get all the vitamins and minerals. Some of the nutrients can be lost during the cooking process.

Canned or jar vegetables is another way to get your vegetable servings for the day. Canned vegetables usually contain already cooked vegetables so it can be a quick addition to any meal. Sometimes canned vegetables can have added salt (also called sodium). Check the label.

Frozen vegetables are found in the freezer section of the supermarket and allow you to get vegetables that may not be in season. Some nutrients can be lost overtime when kept frozen too long so check the expiration dates on packages.

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1.1 In all headings 'What is the … 'and 'Ways to …' format all them to uppercase, font Broadway 16pt and center.

1.2 The first paragraph: Hang the first sentence by 1.27 cm and 1.5 line spacing.

The vegetable group is made up of all vegetables and this includes vegetable juice that is 100% vegetable juice. Some vegetables you can eat raw while other vegetables require some cooking before eating. If the peel is edible, there is usually lots of fiber and nutrients in the peel, even if it is cooked.

1.3 In the second paragraph, double underline, bold, italics and center

Note: Tomatoes are actually fruits but we list them under vegetables to keep in line with the USDA categories.

1.4 Insert line numbering from the paragraph which start with 'Vegetables can be …' To the paragraph which start with 'Many fresh …' Format the line numbering to start at 7.

1.5 In the paragraph which start by 'Many fresh vegetables …' Apply white, background 1, darker 25%

Many fresh vegetables can be eaten raw. Eating fresh vegetables is the most natural way to eat them and get all the vitamins and minerals. Some of the nutrients can be lost during the cooking process.

1.6 Change the last two paragraphs to two columns with a line in between.

1.7 Replace the word 'frozen' with '**frozen**' (bold and font size 14).

1.8 Key in your EXAMINATION NUMBER left and QUESTION 1 right in a header.

2. Save the document and make a printout. **[25]**

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SPREAD SHEET

QUESTION 2A

P 1. Create the following document in the spread program. **USE THE EXACT CELL REFERENCES AS INDICATED.**

	A	B	C	D	E	F	G
1			**WILLY WILLOW FARM**				
2			90 Plain Street				
3			CRESCENT				
4							
5			Costing Sheet for the year ended December 2014				
6							
7	**INVOICE NUMBER**	**ITEM**	**NUMBER ORDERED**	**COST PRICE**	**SELLING PRICE**	**DISCOUNT PRICE**	**% OF TOTAL**
8	CG1	Okra	20				
9	CG2	Beetroot	80				
10	CG4	Pumpkin	50				
11	GR1	Carrot	60				
12	GR5	Onion	50				
13	DC4	Cabbage	80				
14	DC5	Lettuce	20				
15	DC6	Green Pepper	30				
16	**TOTAL**						
17							
18	Unit Cost Price Per Item		19.99				
19	Markup		50%				
20							

2. Adjust the column headings and make text wrap as indicated.

3. Insert horizontal and vertical lines with the method you are familiar with.

4. Save the document as QUEST 2A.

5. Insert your examination number and Question 2A on the right-hand side as a header.

6. Print the document on A4 portrait without row and column headings or the gridlines. (10)

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QUESTION 2B

1. Retrieve the document QUEST 2A and complete the spreadsheet as indicated immediately save as Question 2B.

	A	B	C	D	E	F	G
1	**WILLY WILLOW FARM**						
2	90 Plain Street						
3	CRESCENT						
4							
5	Costing Sheet for the year ended December 2014						
6							
7	**INVOICE NUMBER**	**ITEM**	**NUMBER ORDERED**	**COST PRICE**	**SELLING PRICE**	**DISCOUNT PRICE**	**% OF TOTAL**
8	CG1	Okra	20	**A**	**B**	**C**	**D**
9	CG2	Beetroot	80				
10	CG4	Pumpkin	50				
11	GR1	Carrot	60				
12	GR5	Onion	50				
13	DC4	Cabbage	80				
14	DC5	Lettuce	20				
15	DC6	Green Pepper	30				
16	**TOTAL**					**E**	**E**
17							
18	Unit Cost Price Per Item		19.99				
19	Markup		50%				
20							

2. Calculate the answers where the letters of the alphabet appears. Make use of the cell reference in the formulas.

   A Cost price = Number Ordered multiply by Unit Cost Price per item. (use absolute cell reference)

   B Selling Price = Cost Price plus Mark-up % of Cost Price.

   C Discount Price = Selling Price minus 10% 0f the Selling Price.

   D Discount Price as a % of the Total Discount Price; apply an absolute cell reference to calculate the percentage of total. Display it as a percentage.

   E Calculate the Total of the Discount Price and % of total.

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5. Format all the monetary values to display the R-sign with two decimals (Currency).

6. Insert the following text to fit in range A4:G4 'VEGETABLES ARE HEALTH', Font Algerian 14pt, cell style, 20 % accent 2.

7. Save the document spreadsheet and print on one page A4 paper in Landscape with the column and row headings. (27)

QUESTION 2C

1. Retrieve the document QUESTION 2B.

2. Save it as QUESTION 2C.

3. Change the Question number in the header to QUESTION 2C.

4. Display all formulae and adjust the columns widths so that all formulae are visible.

5. Print the document in Landscape without the row and column headings. The document should fit onto one A4 page in landscape. (5 x 1) (5)

QUESTION 2D

1. Use the document QUESTION 2B. Create a pie chart with a 3-D visual effect to show the Discount Price for each item.

2. Insert 'TOTAL DISCOUNT' as a chart title and your EXAMINATION NUMBER underneath the title.

3. Show the legend at the bottom.

4. Explode the 'carrot' segment.

5. Display the data labels with position 'Best fit'.

6. Print the graph on landscape page. (8)

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DATABASE

QUESTION 3

You have been selected to be WILLY WILLOW FARM. You are requested to create a database VEGETABLES.

1. Create the following fields

FIELD NAME	INFORMATION
CODE	Maximum of 4 characters.
ITEM	Consists of a maximum of 30 characters
QUANTITY	Double number
DISCOUNT PRICE	Format the amount with R sign and 2 decimal places
Key in your examination number as a field	13 Characters
QUESTION 3	12 characters

2. Key in the following records

CODE	ITEM	QUANTITY	DISCOUNT PRICE
CG1	Okra	20	R539,73
CG2	Beetroot	80	R2 158,92
CG4	Pumpkin	50	R1 349,33
GR1	Carrot	60	R1 619,19
GR5	Onion	50	R1 349,33
DC4	Cabbage	80	R2 158,92
DC5	Lettuce	20	R539,73
DC6	Green Pepper	30	R809,60

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3. Save the document as VEGETABLES and make a printout of the structure.

4. Print the data for all the records. Print must fit on A4 page in landscape.

5. Create a report using the following headings.

CODE	ITEM	DISCOUNT PRICE

6. Calculate the TOTAL VALUE of the DISCOUNT PRICE at the footer details.

7. Add your EXAMINATION NUMBER in the header of the report.

8. Save the report as VEGE name and make one printout of the report.

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TOTAL SECTION B: 100
GRAND TOTAL: 200

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