higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

DATA MANAGEMENT: FARMING N5

15 NOVEMBER 2016

This marking guideline consists of 11 pages.

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SECTION A

QUESTION 1

1.1 A
1.2 D
1.3 A
1.4 A
1.5 B
1.6 B
1.7 C
1.8 B
1.9 A
1.10 D

(10 × 2) **[20]**

QUESTION 2

2.1 E
2.2 I
2.3 A
2.4 J
2.5 F
2.6 B
2.7 C
2.8 D
2.9 H
2.10 G

(10 × 2) **[20]**

QUESTION 3

3.1
- Click the advanced button in the properties dialog box
- Select to compress or encrypt the contents. Click OK.
- Message to warn you about the changes in subfolders.
- Click OK. The compressed file is displayed in blue within the list
- Right-click the compressed file or folder to rename and type new name. (5)

3.2 USP is used to protect the user against unexpected power failures. (2)

3.3
- Keep updated on the latest virus developments.
- Make regular backups of the system.
- Do not borrow or copy applications from any source.
- Do not open e-mail attachments from unknown.
- Install and register an anti-virus programme.
- Virus –check files received over a network. (Any 5 × 1) (5)

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3.4
- Select the file tab and click Options.
- In the word options dialog box, click the Advanced tab on the left.
- Check the Use overtype mode from the editing options.
- Click Ok. (4)

[16]

QUESTION 4

4.1 Drive C (2)

4.2 NTFS (2)

4.3 116 GB (2)

4.4 53,7 GB (2)

4.5
- Click start and select computer
- Choose drive C and click on properties (4)

[12]

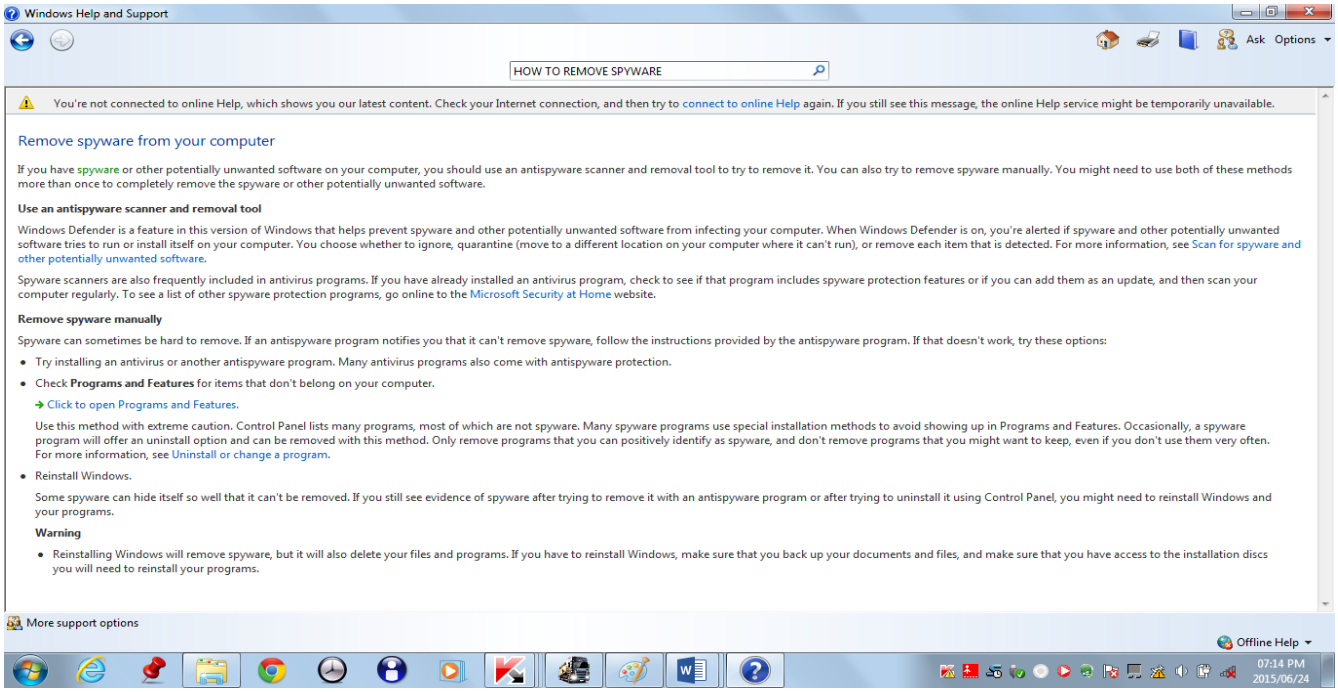
QUESTION 5

5.1 True
5.2 False
5.3 True
5.4 False
5.5 False
5.6 True
5.7 True
5.8 True
5.9 False
5.10 True

(10 × 2) **[20]**

QUESTION 6

EXAMINATION NUMBER *Open help and support*
Relevant information



[5]

QUESTION 7

7.1 Firewall is a program or hardware device that filters the information coming through the internet connection into a private network or computer system.

7.2 Podcasts is a series of digital-media files which are distributed over the internet using syndication feeds for playback on portable media and computer.

7.3 Teleworking refers to working outside the main workplace or office and communicating with office via a network, telephone, fax, e-mail and internet.

7.4 Repetitive strain is painful hand injury resulting from too many keying.

7.5 Spam is marketing or advertising material sent by e-mail without the recipient's permission.

7.6 Stylus is light- sensitive pen used by engineers and architects to create diagrams or graphic drawings on the screen.

7.7 E-Government is the use of internet technology to provide government services to other government departments, businesses and ordinary citizens using internet.

(7 × 2) **[14]**

TOTAL SECTION A: 100

SECTION B (PRACTICAL)

WORD PROCESSING

EXAMINATION NUMBER ✓ **QUESTION 1✓**

All headings: uppercase, center, Broadway 16pt ✓✓✓✓

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 fibre and nutrients in the peel, even if it is cooked.

Line numbering ✓✓
Starting at 7✓✓

Bold, Italics, Double und and center ✓✓✓✓

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

Line numbering ✓✓
Starting at 7✓✓

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.

Shading 25% ✓✓✓

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.

2 columns with line ✓✓✓

Print ✓✓

Frozen vegetables are found in the freezer section of the supermarket and allows 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

[25]

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SPREADSHEET

QUESTION 2A

EXAMINATION NUMBER ✓ **QUESTION 2A**

	A	B	C	D	E	F	G
			WILLY WILLOW FARM			✓✓ bold, center, uppercase	
			90 Plain Street				
	✓✓✓ Accuracy		CRESCENT				
			Costing Sheet for the year ended December 2014				
	INVOICE NUMBER	ITEM	NUMBER ORDERED	COST PRICE	SELLING PRICE	DISCOUNT PRICE	% OF TOTAL
	CG1	Okra	20				
	CG2	Beetroot	80				
	CG4	Pumpkin	50				
	GR1	Carrot	60				
	GR5	Onion	50				
	DC4	Cabbage	80				
	DC5	Lettuce	20				
	DC6	Green Pepper	30				
	TOTAL						
	Unit Cost Price Per Item		19.99				
	Markup		50%				

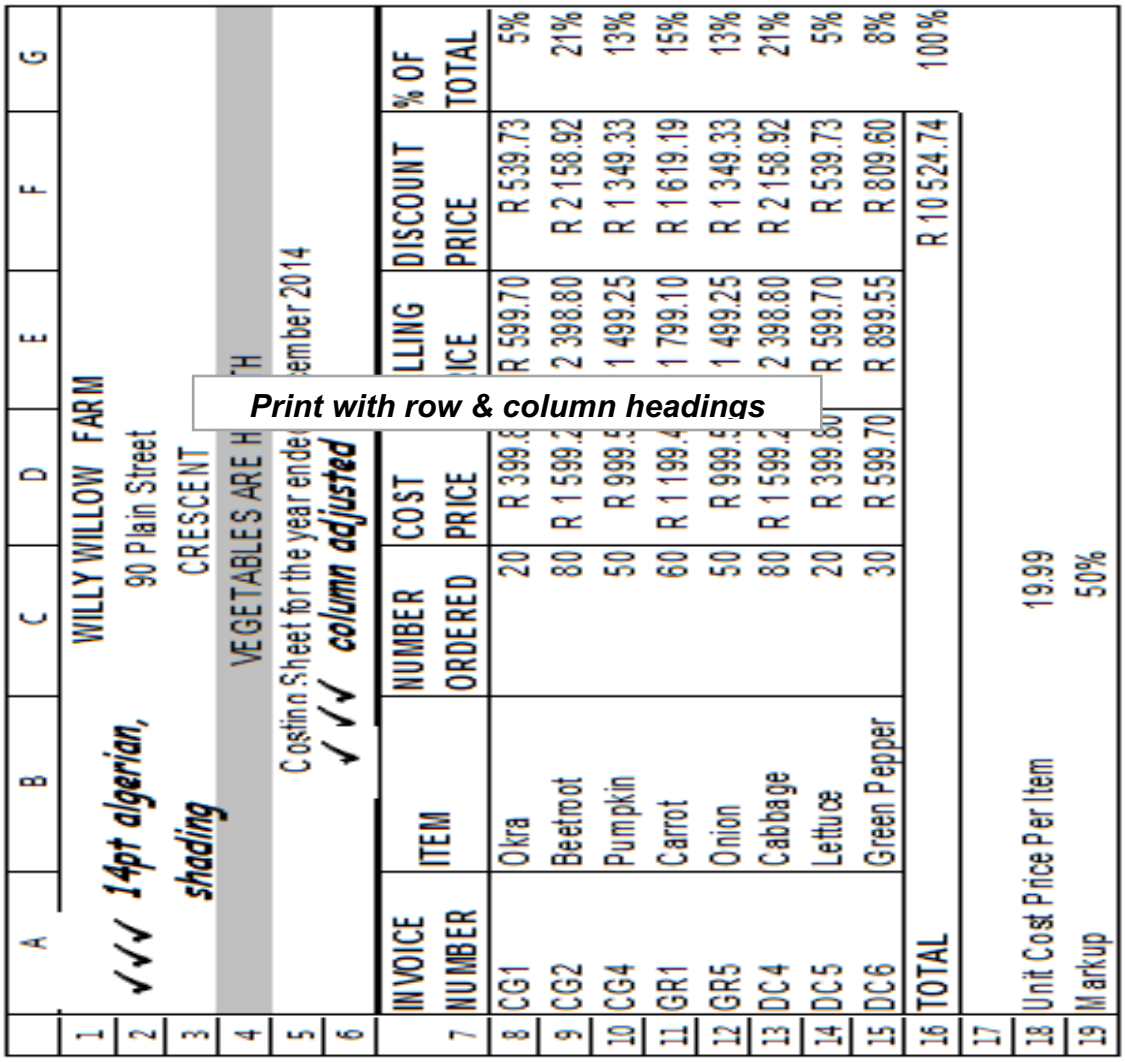
✓ columns adjusted

✓✓ lines inserted correctly

✓ print on portrait

(10)

EXAMINATION NUMBER ✓ **QUESTION 2B**✓



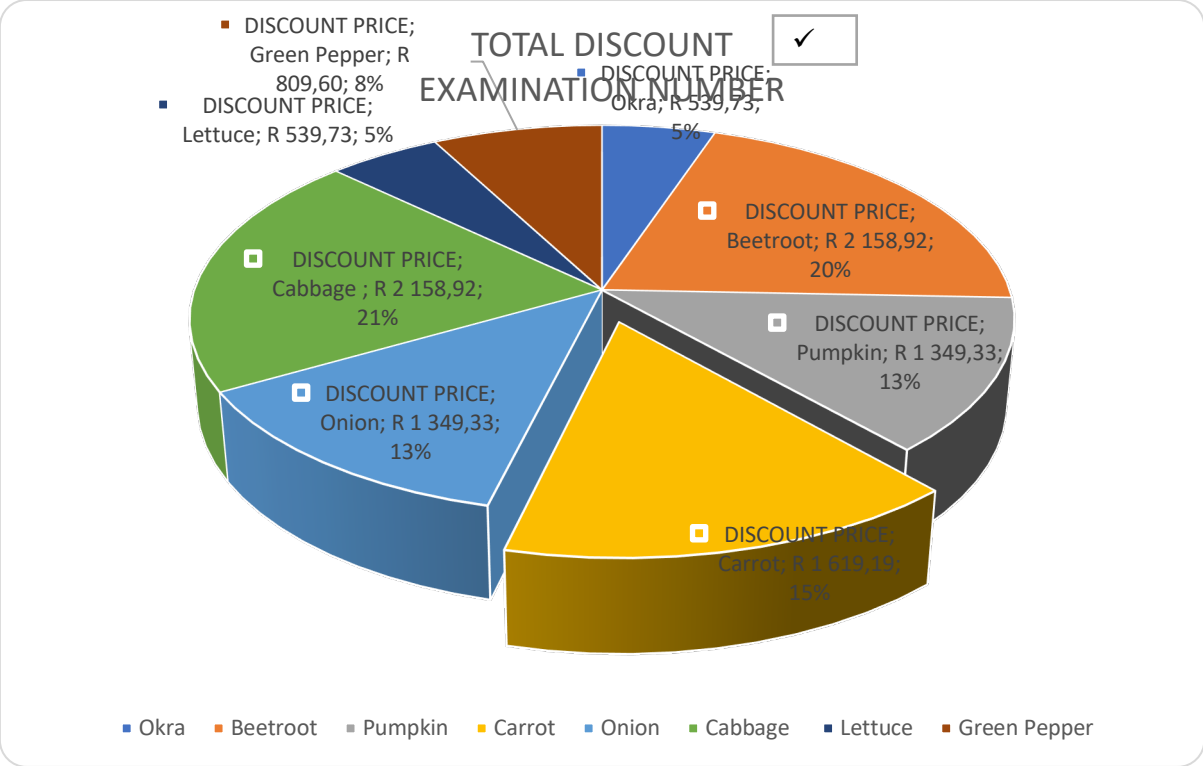
(27)

EXAMINATION NUMBER ✓ **QUESTION 2C**

	A	B	C	D	E	F	G
1	WILLY WILLOW FARM						
2	90 Plain Street						
3	CRESCENT						
4	VEGETABLES ARE HEALTH						
5	Costing Sheet for the year ended December 2014						
6							
7	**INVOICE NUMBE**	**ITEM**	**NUMB ER**	**COST PRICE**	**SELLING PRICE**	**DISCOUNT PRICE**	**% OF TOTAL**
8	CG1	Okra	20	=C8*$C$18	=D8+(D8*$C$19)	=E8-(10%*E8)	=F8/$F$16
9	CG2	Beetroot	80	=C9*$C$18	=D9+(D9*$C$19)	=E9-(10%*E9)	=F9/$F$16
10	CG4	Pumpkin	50	=C10*$C$18	=D10+(D10*$C$19)	=E10-(10%*E10)	=F10/$F$16
11	GR1	Carrot	60	=C11*$C$18	=D11+(D11*$C$19)	=E11-(10%*E11)	=F11/$F$16
12	GR5	Onion	50	=C12*$C$18	=D12+(D12*$C$19)	=E12-(10%*E12)	=F12/$F$16
13	DC4	Cabbage	80	=C13*$C$18	=D13+(D13*$C$19)	=E13-(10%*E13)	=F13/$F$16
14	DC5	Lettuce	20	=C14*$C$18	=D14+(D14*$C$19)	=E14-(10%*E14)	=F14/$F$16
15	DC6	Green Pepper	30	=C15*$C$18	=D15+(D15*$C$19)	=E15-(10%*E15)	=F15/$F$16
16	**TOTAL**					=SUM(F8:F15)	=F16/$F$16
17				✓✓✓ *all formulae*			
18	Unit Cost F		19.99				
19	Markup		0.5	✓ *print on landscape*			
20							

(5)

EXAMINATION NUMBER **QUESTION 2D**



✓ Pie
✓✓ Chart title & examination number

✓✓ Legend at the bottom

✓✓ Explode carrot segment

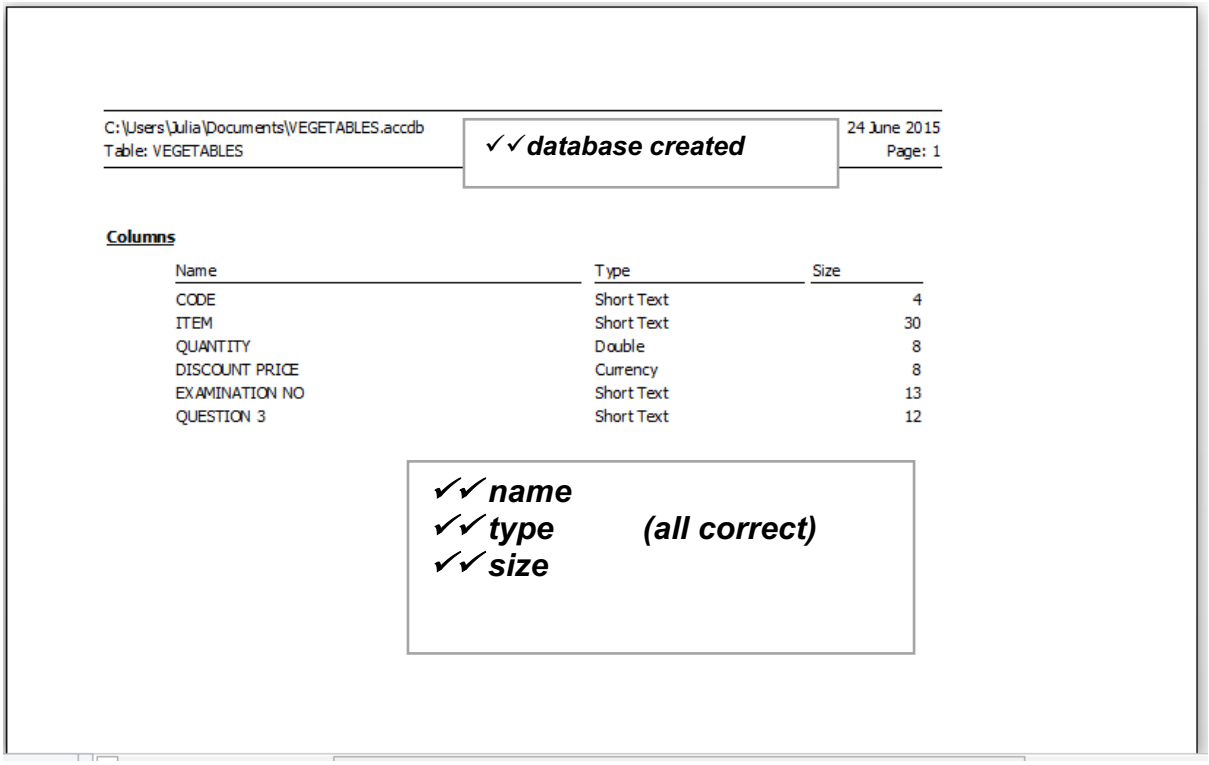
✓Print on new page

(8)
[50]

DATABASE

QUESTION 3

3.1



✓✓*print on portrait*

(10)

3.2

VEGETABLES

CODE	ITEM	QUANTITY	DISCOUNT PRICE	EXAMINATION NO	QUESTION 3
CG1	Okra	20	R 539.73		
CG2	Beetroot	80	R 2 158.92		
CG4	Pumpkin	50	R 1 349.33		
GR1	Carrot	60	R 1 619.19		
GR5	Onion	50	R 1 349.33		
DC4	Cabbage	80	R 2 158.92		
DC5	Lettuce	20	R 539.73		
DC6	Green Pepper	30	R 809.60		
*		0	R 0.00		

✓✓*Fields adjusted*
✓✓✓*Records all correct*
✓✓*Print on landscape*

(7)

3.3

VEGE		EXAMINATION NO	✓✓
CODE	ITEM	DISCOUNT PRICE	
CG1	Okra	R 539.73	
CG2	Beetroot	R 2 158.92	
CG4	Pumpkin	R 1 349.33	
GR1	Carrot	R 1 619.19	
GR5	Onion	R 1 349.33	
DC4	Cabbage	R 2 158.92	
DC5	Lettuce	R 539.73	
DC6	Green Pepper	R 809.60	
TOTAL	✓	R 10 524.75	✓✓✓

✓✓***Print***

(8)
[25]

TOTAL SECTION B: 100
GRAND TOTAL: 200

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