higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N290**(E)**(N15)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N5

(4090465)

15 November 2016 (X-Paper)
09:00–12:00

This question paper consists of 13 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: THEORY
   SECTION B: PRACTICAL

2. Section B is done on the computer. A handwritten EXAMINATION NUMBER in SECTION B is not acceptable.

3. Answer ALL the questions.

4. Read ALL the questions carefully.

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

6. Write neatly and legibly.

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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 Right-clicking the mouse button gives you the shortcut menu.

1.2 RAM stands for Read Application Memory.

1.3 A joystick is an example of input peripherals.

1.4 RAM is not available for storing data and data cannot be changed.

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

1.6 Ctrl + A is highlighting the entire document.

1.7 Copyright is an unregistered right to protect published and unpublished literary works, scientific works, artistic works, et cetera.

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

1.9 The Home tab on Microsoft Word displays a set of five groups on the ribbon.

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

(10 × 2) **[20]**

QUESTION 2

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 (2.1–2.10) in the ANSWER BOOK.

2.1 The most widely used computer application software is ...

A personal finance.
B presentation software.
C word processing.
D a spreadsheet.

2.2 When you move your fingertip across this device, the pointer on the screen moves in the same direction.

A Trackball
B Touch pad
C Mouse
D Pointer

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2.3 The ... option included in the control panel allows one to install and uninstall programs.

A add and remove programs
B add hardware
C sounds and audio devices
D display

2.4 The computer is off and then switched on. What is the procedure called?

A Boot sector
B Hot boot
C Cold boot
D Dry boot

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

A BIT
B RAM
C CPU
D ROM

2.6 Why is it important to make regular back-ups of a computer?

A To prevent loss of data
B To comply with the law
C To protect the computer
D To increase the storage capacity

2.7 These use a spray heads that squirts drops of ink on the paper to form characters.

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

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

A web page
B home page
C web site
D blank page

2.9 Which type of printer prints the fastest?

A Laser
B Ink jet
C Bubble jet
D Dot matrix

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2.10 Which of the following is NOT an example of removable storage media?

A Compact disk
B Tape cartridge
C Flash disk
D Hard disk

(10 × 2) **[20]**

QUESTION 3

Choose an item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (3.1–3.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
3.1	Enables one to communicate online with friends, relatives and business contacts face to face	A	worms
3.2	Disgusted in computer programs that seem legitimate, cannot replicate itself and is harmful	B	Kaspersky
3.3	Can be seen as a chain letter that propagates through the memory of a computer	C	file virus
3.4	One of the examples of a file virus	D	symptom of a virus
3.5	The stage just after the virus has been attached to the host	E	boot sector virus
3.6	An example of an anti-virus program	F	dormancy period
3.7	Manifests itself in the memory and resides there until a certain program has been activated	G	Skype
3.8	Suspicious system functioning	H	Israeli
3.9	Method to prevent virus infection	I	Trojan
3.10	Insinuates itself onto a boot sector of a diskette or hard disk	J	partition table

(10 × 1) **[10]**

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QUESTION 4

4.1 List FIVE different options for connecting to the internet. (5)

4.2 Explain the THREE functions of the control unit in the CPU. (3 × 2) (6)

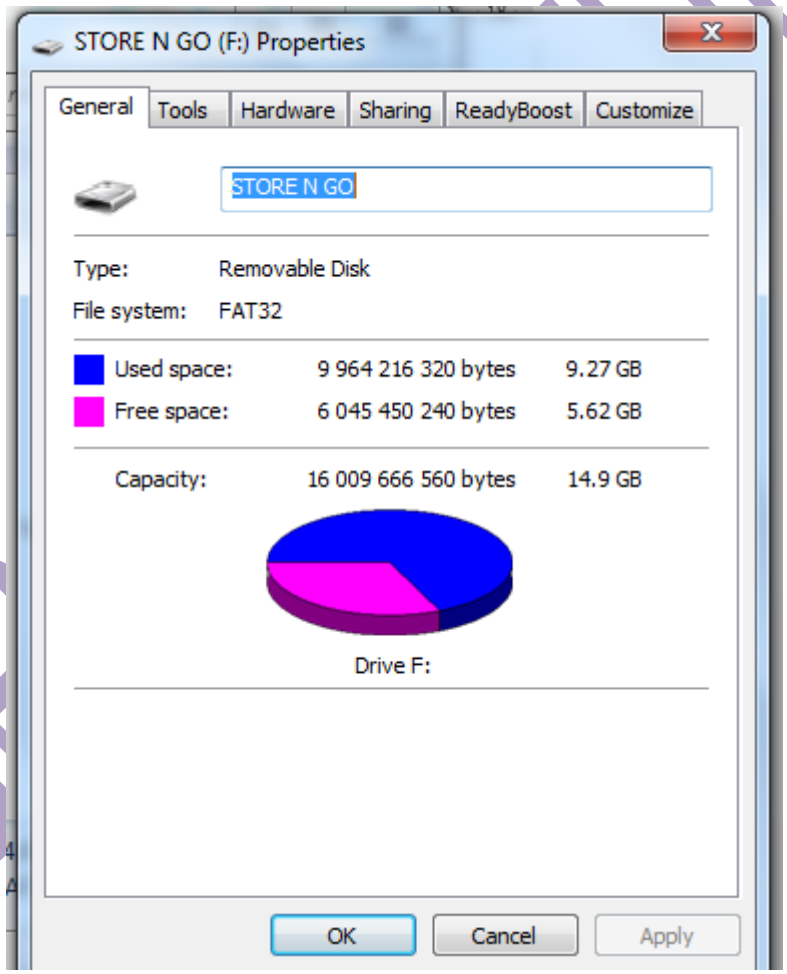
4.3 What is the use of an uninterruptible power supply? (2)

4.4 State FIVE ways in which viruses enter a computer system. (5)

4.5 Differentiate between a LAN and a WLAN. (6)
[24]

QUESTION 5

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



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5.1 What is the name of the drive displayed? (2)

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

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

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

5.5 Explain how to obtain the screen on the previous page. (4)
[12]

QUESTION 6

Give a short explanation of the following words:

6.1 Twitter

6.2 Instant messaging

6.3 Web

6.4 Wiki

6.5 Docking station

6.6 Stylus

6.7 Plagiarism

(7 × 2) **[14]**

TOTAL SECTION A: 100

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SECTION B: PRACTICAL

This section is done on the computer. Only use the **font type 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 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 **QUEST 1**. The following is a copy of the document saved as **QUEST 1:**

Yes, it's not every day you get to celebrate true financial freedom! And with your ABSA credit card, this is exactly what you will be looking forward to.

Locked up in your card is a vast array of benefits and special features, each as unique as you are. We trust that you will enjoy the freedom your ABSA credit card brings you and wish you many hours of convenient shopping, hassle-free banking and complete peace of mind. It's the card that opens doors for you.

Did you know that your ABSA credit card offers you more than just credit?

It's true you can not only use your card at Visa and MasterCard merchants across the globe, wherever you see the MasterCard or Visa logos, but you can also:

TAKE OUT A CARD LIFE PLAN

For a monthly premium you can enjoy credit life insurance. It covers the outstanding debit balance of your credit and garage card up to a maximum of R30 000 – if you die due to natural or unnatural causes or have total and permanent disability due to an accident.

ENJOY FREE TRAVEL INSURANCE

You will enjoy basic free travel insurance if you buy your return travel ticket with your ABSA credit card. For an additional fee you may upgrade your cover. For more information, get a copy of the Travel Insurance brochure at any ABSA branch.

ENJOY THE BENEFITS OF A GLOBAL CALLING CARD

With this free card you can phone home from almost anywhere in the world, while travelling abroad. Calls are charged to your ABSA credit card in rands and you can save up to 50% on the cost of international cellular rates.

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1.1 Insert the main heading above the first paragraph as follows:

CONGRATULATIONS AND A WARM WELCOME

Use upper case, bold, centre, font Bauhaus 93, 20 pt. (4)

1.2 Change all the subheadings to bold and font Bernard MT Condensed. (3)

1.3 In the second paragraph, indent left and right 2 cm, make line spacing 1,5 and make it italics.

> *Locked up in your card is a vast array of benefits and special features, each as unique as you are. We trust that you will enjoy the freedom your ABSA credit card brings you and wish you many hours of convenient shopping, hassle-free banking and complete peace of mind. It's the card that opens doors for you.*

(3)

1.4 Below the paragraph 'It's true you can …' insert the following table:

TYPE OF CARD	PERSONAL CREDIT CARD	REWARDS CREDIT CARD	GARAGE CARD
	Silver, Gold, Platinum	Points are earned on qualifying purchases	It can be used for fuel purchases, services, spares, et cetera

(6)

1.5 Put the following paragraphs into two columns:

TAKE OUT A CARD LIFE PLAN

For a monthly premium you can enjoy credit life insurance. It covers the outstanding debit balance of your credit and garage card up to a maximum of R30 000 – if you die due to natural or unnatural causes or have total and permanent disability due to an accident.

ENJOY FREE TRAVEL INSURANCE

You will enjoy basic free travel insurance if you buy your return travel ticket with your ABSA credit card. For an additional fee you may upgrade your cover. For more information, get a copy of the Travel Insurance brochure at any ABSA branch. (2)

1.6 Key in your EXAMINATION NUMBER left and QUESTION 1 right in a header. (1)

1.7 Save the document and make a printout. (1)

[20]

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SPREADSHEET

QUESTION 2A

1. Create the document below in the spread program. USE THE EXACT CELL REFERENCES AS INDICATED.

	A	B	C	D	E	F	G	H	I
1	BRUSH FRUIT MARKET								
2									
3	SALES REPORT: APRIL - JUNE 2016								
4									
5	FRUIT	APRIL	MAY	JUNE	UNITS SOLD	UNIT PRICE	TOTAL BEFORE VAT	VAT 14%	TOTAL INCOME
6	Mangoes	190	170	150		11.99			
7	Grapes	200	235	270		12.99			
8	Peaches	240	280	300		10.99			
9	Pawpaw	12	12	12		15.99			
10	Naartjies	300	400	450		9.99			
11	Oranges	450	560	610		5.99			
12	**TOTAL**								

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

3. Insert horizontal and vertical lines by using 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 it as QUESTION 2B.

	A	B	C	D	E	F	G	H	I
1	**BRUSH FRUIT MARKET**								
2									
3	**SALES REPORT: APRIL - JUNE 2016**								
4									
5	**FRUIT**	**APRIL**	**MAY**	**JUNE**	**UNITS SOLD**	**UNIT PRICE**	**TOTAL BEFORE VAT**	**VAT 14%**	**TOTAL INCOME**
6	Mangoes	190	170	150	**A**	11.99	**B**	**C**	**D**
7	Grapes	200	235	270		12.99			
8	Peaches	240	280	300		10.99			
9	Pawpaw	12	12	12		15.99			
10	Naartjies	300	400	450		9.99			
11	Oranges	450	560	610		5.99			
12	**TOTAL**	**E**							

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

   A UNITS SOLD = the sum of APRIL, MAY and JUNE
   B TOTAL BEFORE VAT: UNITS SOLD multiplied UNIT PRICE
   C VAT 14% = 14% of TOTAL BEFORE VAT
   D TOTAL = TOTAL BEFORE VAT plus 14%
   E TOTAL = the sum of each column

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

4. Merge and centre cell range A1 to I1. Change the font to Elephant 26 pt.

5. In cell range A5 to I5, merge across and change the font to Elephant 18 pt.

6. Save the document spreadsheet and print on one page A4 paper in landscape with the column and row headings.

(22)

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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 column 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.

(8)

QUESTION 2D

1. Use the document QUESTION 2B. Create a pie chart with a 3-D visual effect to display the UNITS SOLD.

2. Insert UNITS SOLD as a chart title, APRIL–JUNE and your EXAMINATION NUMBER as follows:

   UNITS SOLD
   APRIL–JUNE
   YOUR EXAMINATION NUMBER

3. Explode the smallest segment.

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

5. Print the graph on landscape page.

(10)
[50]

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DATABASE

QUESTION 3

You have been selected to be BRUSH FRUIT MANAGER. You are requested to create a database FRUIT MARKET.

1. Create the following fields:

FIELD NAME	INFORMATION
REF	Maximum of 4 characters
FRUIT	Consists of a maximum of 30 characters
UNITS SOLD	NUMBER, Long Integer
TOTAL INCOME	Format the amount with R-sign and 2 decimal places
QUESTION 3	12 characters

2. Key in the following records:

REF	FRUIT	UNITS SOLD	TOTAL INCOME	QUESTION 3
BC3	Mangoes	510	R440.06	Quez 3
BC4	Grapes	705	R10273.45	Quez 3
CG5	Peaches	820	R656.23	Quez 3
AA2	Pawpaw	36	R13096.89	Quez 3
NM5	Naartjies	1150	R11062.33	Quez 3
TU4	Oranges	1620	R52499.95	Quez 3

a. Save the table as INCOME and make a printout of the structure. (12)

b. Print the data for all the records. Print must fit on A4 page in landscape. (10)

c. Create a report using the following headings:

REF	UNITS SOLD	TOTAL INCOME

d. Insert the word TOTAL on footer and calculate the TOTAL VALUE of the TOTAL INCOME at the footer details.

e. Add your INCOME FRUIT STATEMENT and EXAMINATION NUMBER in the header of the report.

f. Save the report as FRUIT STATEMENT and make one printout of the report.

(8)
[30]

TOTAL SECTION B: 100
GRAND TOTAL: 200

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