



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
NOVEMBER EXAMINATION
DATA MANAGEMENT: FARMING N6**

10 JUNE 2016

This marking guideline consists of 12 pages.

SECTION A**QUESTION 1**

- 1.1 False
- 1.2 True
- 1.3 True
- 1.4 False
- 1.5 False
- 1.6 True
- 1.7 False
- 1.8 True
- 1.9 False
- 1.10 True

(10 × 2) [20]

QUESTION 2

- 2.1 C
- 2.2 A
- 2.3 B
- 2.4 B
- 2.5 C
- 2.6 A
- 2.7 C
- 2.8 C
- 2.9 C
- 2.10 B

(10 × 2) [20]

QUESTION 3

- 3.1 D
- 3.2 F
- 3.3 A
- 3.4 G
- 3.5 B
- 3.6 C
- 3.7 E

(7 × 1) [7]

QUESTION 4

- 4.1
- Right-click on the recycling bin.
 - Select open and click on it.
 - Select the file you want to recover.
 - Right-click on the file and select restore. (4)
- 4.2
- 4.2.1 The specific file name could not be found.
- 4.2.2 There is not enough space on the disk to save the file.
- 4.2.3 The command or file name is not valid. (3 × 2) (6)
- 4.3
- Anzanzi
 - Aardvark
 - Zebra (3 × 2) (6)
- 4.4
- Trojan horse viruses
 - Worm viruses
 - Time bomb viruses
 - File viruses (Any 3 × 1) (3)
- [19]**

QUESTION 5

- 5.1
- 5.1.1 A free social network and micro-blogging service that enables its users to communicate with each other.
- 5.1.2 A series of digital-media files which are distributed over the internet using syndication feeds for playback on portable media players and computers.
- 5.1.3 Learning conducted via electronic media, typically on the internet.
- 5.1.4 A painful hand injury caused by keying in for too many hours
- 5.1.5 Marketing or advertising material sent via e-mail without the recipient's permission.
- 5.1.6 Light-sensitive pens used by engineers and architects to create drawings.
- 5.1.7 The conversion of data over telecommunication lines into a form that cannot be easily understood by unauthorised people. (7 × 1) **[7]**

QUESTION 6

- 6.1 6.1.1 Read only (1)
 - 6.1.2 The user cannot make any changes on this document. (1)
 - 6.1.3 Desktop (1)
 - 6.1.4 Policy review report (1)
 - 6.1.5 06 September 2014 at 06:57:39 pm (2)
 - 6.1.6 pptx (1)
- [7]**

TOTAL SECTION A: 80

SECTION B: (PRACTICAL)

SPREADSHEET

QUESTION 1A

EXAMINATION NUMBER:

| | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

| 1 | A | B | C | D | E | F | G | H | I | J |
|----|--------------------------|----------------------------|------------------------|------------|--------------|---------------------|---|-------|------------|---|
| 1 | THE CAPE DAIRY FARM | ✓✓ | <i>uppercase, bold</i> | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | SALARY FOR DECEMBER 2015 | | | | | | | | | |
| 4 | ✓✓ | <i>adjust column width</i> | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | NAME OF EMPLOYEE | MARRIED | AGE | DEPENDANTS | BASIC SALARY | OVERTIME (in hours) | MEDICAL DEDUCTIONS | BONUS | NET SALARY | ✓✓✓ <i>text wrap, middle centred, U/C</i> |
| 7 | LILY MH | No | 32 | 2 | 7500 | 3 | | | | |
| 8 | MHALALA PQ | Yes | 26 | 1 | 8500 | 2 | | | | |
| 9 | BROWER GF | No | 45 | 3 | 6500 | 5 | | | | |
| 10 | VENTER JJ | Yes | 23 | 0 | 8000 | 1 | | | | |
| 11 | MAGWAZA DY | Yes | 35 | 4 | 7000 | 2 | | | | |
| 12 | HANI CM | No | 50 | 3 | 9000 | 4 | | | | |
| 13 | TOTAL: | | | | | | | | | |
| 14 | ✓✓✓✓✓✓ | <i>accuracy</i> | | | | | | | | |
| 15 | | | | | | ✓✓✓ | <i>all correct vertical, horizontal lines</i> | | | |
| 16 | | | | | | | | | | |
| 17 | MEDICAL: | | | | | | | | | |
| 18 | | 0 | 1 | 2 | 3 | 4 | 5 | | | ✓✓ <i>inserted correctly</i> |
| 19 | | R 0.00 | R 60.00 | R 120.00 | R 230.00 | R 290.00 | R 350.00 | | | |
| 20 | | | | | | | | | | |

✓✓ *print on one page portrait without row and column headings*

(20)