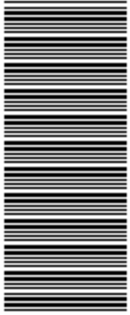


0000000000



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N310(E)(J10)H
JUNE EXAMINATION**

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N6

(4090476)

**10 June 2016 (X-Paper)
09:00–12:00**

This question paper consists of 16 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
DATA MANAGEMENT: FARMING N6
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.
-

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 E-Learning messages can be sent across the world in seconds using internet e-mail.
- 1.2 In South Africa you can use e-filing to submit your tax return.
- 1.3 A blog is a website with regular entries of commentary, graphics or video.
- 1.4 The larger commercial computers are called notebook computers.
- 1.5 One example of a modifier key is ctrl.
- 1.6 A unique code given to every user to access a network is called a password.
- 1.7 The left mouse button is used in windows applications to display shortcut menus.
- 1.8 Double-clicking a desktop icon starts or opens the item it represents.
- 1.9 Freeware is a program that has been copyrighted but the creator offers it to anyone to copy and try out.
- 1.10 A path name is a list of one or more folders separated by a backslash and followed by a name.

(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 To safely eject your USB device you should ...

- A pull the device out slowly from the USB port.
- B click on the green arrow on the title bar and click safely eject.
- C click on the green arrow on the task bar and click safely eject.
- D right click on the green arrow on the status bar and click safely eject.

2.2 The right mouse button is used to ...

- A display a shortcut menu.
- B select an option.
- C select bold.
- D insert a toolbar.

2.3 ... means to illegally duplicate copyrighted software.

- A Data publicity law
- B Software piracy
- C Data Protection Act
- D Copyright

2.4 The term hardware refers to the ...

- A set of instructions that a computer must have to function.
- B physical components of a computer.
- C components that you cannot touch.
- D word processing application.

2.5 Which description is correct when referring to ROM?

- A It is data that can be changed.
- B It is temporary memory.
- C It is available for storing data.
- D It forms a small part of the total memory.

2.6 www.msn.co.za is an e-mail address.

What does 'za' stand for?

- A South Africa
- B Zambia
- C South America
- D Zimbabwe

- 2.7 What is ISDN?
- A Integrated standard digital
 - B Internet service data network
 - C Integrated services digital network
 - D Interactive standard dynamic networks
- 2.8 The purpose of a UPS is to ...
- A protect the computer against viruses.
 - B improve the settings in Microsoft programs.
 - C protect the computer against lightning strikes.
 - D save electricity.
- 2.9 The program that allows you to connect to the Internet.
- A Password
 - B Search engine
 - C Browser
 - D History
- 2.10 Which ONE of the following is an example of an operating system?
- A MS Word
 - B Windows XP
 - C Touch-sensitive screen
 - D Internet Explorer

(10 × 2) [20]

QUESTION 3

Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–G) next to the question number (3.1–3.7) in the ANSWER BOOK.

COLUMN A		COLUMN B	
3.1	Illegal copying of copyrighted software	A	peripherals
3.2	Manifests itself in the memory and resides there until a certain program has been activated	B	central processing unit
3.3	Refers to all physical parts of the computer	C	WAN
3.4	Protects user against unexpected power failure	D	software piracy
3.5	The control unit and arithmetic logic unit – the brain of the computer	E	modem
3.6	A computer network that directly connect computers over a wide geographical area	F	file virus
3.7	A device that is linked to the computer and the telephone line	G	uninterrupted power supply

(7 × 1)

[7]**QUESTION 4**

4.1 Explain how to find and recover files or data from deleted files in the recycle bin. (4)

4.2 Explain what each of the following DOS error messages mean:

4.2.1 File not found

4.2.2 Insufficient disk space

4.2.3 Bad command or filename

(3 × 2)

(6)

4.3 Give THREE examples of South African-owned search engines. (6)

4.4 Give THREE examples of viruses which can affect your computer. (3)

[19]

QUESTION 5

5.1 Define the following:

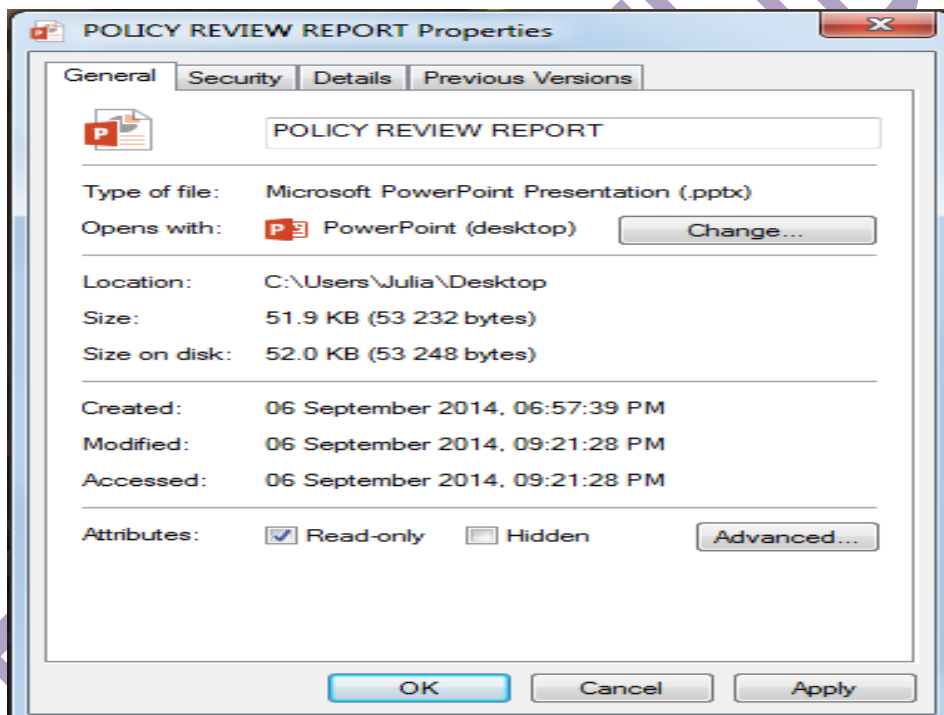
- 5.1.1 Twitter
- 5.1.2 Podcasts
- 5.1.3 E-learning
- 5.1.4 Repetitive strain
- 5.1.5 Spam
- 5.1.6 Stylus
- 5.1.7 Encryption

(7 × 1) [7]

QUESTION 6

Study the properties of the file as shown below and answer the questions that follow:

6.1



- 6.1.1 What attribute is applied to this file? (1)
- 6.1.2 What does this attribute mean? (1)
- 6.1.3 Where can this file be located on the computer? (1)
- 6.1.4 What is the name of the file? (1)
- 6.1.5 When was this file created and at what time? (2)
- 6.1.6 Name the extension that this file would have. (1)

[7]

TOTAL SECTION A: 80

SECTION B: PRACTICAL

1. This section is done on the computer.
2. Only use the font type ARIAL 12pt unless instructed otherwise.
3. Your examination number as well as the question number must appear as a header on each printout.
4. The printouts you want to be marked must be placed in the cover/folder in the CORRECT SEQUENCE.

SPREADSHEET**QUESTION 1A**

1. Create the following document in the spread program.
Use the exact cell references as indicated.
2. Centre the column headings horizontally and vertically.
3. Insert horizontal and vertical lines according to the method you are familiar with.
4. Save the document as QUESTION 1A.
5. Insert your examination number and Question 1A on the right-hand side as a header.
6. Print the document on A4 portrait without row headings, column headings or gridlines.

(20)

	A	B	C	D	E	F	G	H	I
1	THE CAPE DAIRY FARM								
2									
3	SALARY FOR DECEMBER 2015								
4									
5									
6	NAME OF EMPLOYEE	MARRIED	AGE	DEPENDANTS	BASIC SALARY	OVERTIME (in hours)	MEDICAL DEDUCTIONS	BONUS	NET SALARY
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									
15									
16									
17	MEDICAL:								
18		0	1	2	3	4	5		
19		R 0.00	R 60.00	R 120.00	R 230.00	R 290.00	R 350.00		
20									
21									

FIGURE 1

QUESTION 1B

- 1 Retrieve the document QUEST 1A and complete the spreadsheet as indicated in FIGURE 1 and immediately save it as QUESTION 1B.
- 2 Sort the data in alphabetical order according to the NAME column.
- 3 Calculate the answers where the letters of the alphabet A–D appear in FIGURE 2. Make use of the correct cell reference in the formulas.
 - A Use the HLOOKUP-function to calculate each person's amount according to the medical deductions. Use the table at the bottom as a reference.
 - B Use the IF-function to calculate each person's bonus amount according to the overtime (in hours) in COLUMN F. If the hours for overtime are 2 or more the worker earns R 50,00 bonus.
 - C Calculate the basic salary minus medical deductions plus bonus.
 - D Calculate the column totals.
- 4 Type AVERAGE in cell A14 and right align TOTAL and AVERAGE.
 - E Insert a formula in the cells indicated with an E to calculate the average.
- 5 Display All monetary value with an R-sign and two decimal places. All figures must be right justified.
- 6 Underline the main heading – THE CAPE DAIRY FARM.
Change the font size to 18pt and the font type to Broadway.
Centre the main heading across the width of columns A to I.
- 7 Format row 6 with – White, Background 1, Darker 15 %
- 8 Make a printout of the spreadsheet in landscape without row and column headings or gridlines. The spreadsheet must fit onto one page. Adjust the margins if necessary.

(31)