



# higher education & training

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Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**N300(E)(N25)H  
NOVEMBER EXAMINATION  
NATIONAL CERTIFICATE  
DATA MANAGEMENT: FARMING N6**

(4090476)

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

**This question paper consists of 14 pages.**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**REPUBLIC OF SOUTH AFRICA**  
NATIONAL CERTIFICATE  
DATA MANAGEMENT: FARMING N6  
TIME: 3 HOURS  
MARKS: 200

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**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**

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 The Trojan Horse is an anti-virus software package.
- 1.2 The operating system activates the computer and allows the user to communicate with the computer.
- 1.3 MS-DOS is an example of input peripherals.
- 1.4 ROM is not available for storing data and data cannot be changed.
- 1.5 Stylus is a flat surface that is sensitive to pressure and motion.
- 1.6 Cabling is the most common source of potential computer problems.
- 1.7 A mainframe computer is a large, expensive, high performance type of computer.
- 1.8 The internet is a private networking system that uses internet concepts which share information within the organisation
- 1.9 Data cannot be lost through power surges.
- 1.10 The use of pirated software will prevent virus infection.

(10 × 1) [10]

**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 Which ONE of the following would not be considered an advantage of teleworking?
- A Less people to cater for in main office
  - B No specified working hours
  - C Less commuting time
  - D Greater ability to focus
- 2.2 When working with a very large collection of data, which type of application will be best to use?
- A Presentation
  - B Word Processing
  - C Internet Explorer
  - D Database
- 2.3 After a photo session, which will be most likely used to input the photographs into a computer?
- A Serial port
  - B Joystick
  - C Scanner
  - D Touchpad
- 2.4 The computer is off and then switched on.  
What is this procedure called?
- A Cold boot
  - B Hot boot
  - C Both cold and hot boot
  - D Mild boot
- 2.5 The ... is referred to as the permanent memory of the computer.
- A BIT
  - B ROM
  - C RAM
  - D USB

- 2.6 ... 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
- 2.7 Which ONE of the following is a characteristic of broadband connection?
- A Uploading of music
  - B Getting more expensive, the longer the connection is
  - C Fast, always on connection
  - D Need a 56 K modem to connect
- 2.8 Choose ONE statement which is FALSE about virtual communities.
- A It is an online community
  - B As it is a community people can see each other when communicating
  - C People can share ideas, interests, et cetera
  - D A webcam is not needed when using a virtual community
- 2.9 What is the best way to protect a computer against data loss?
- A Shut down the computer
  - B Make regular backups
  - C Change password
  - D Do not use weblogs
- 2.10 The speed at which information is transferred in a given time is called?
- A Information transfer speed
  - B Data movement rate
  - C Data transfer rate
  - D Information transfer rate

(10 × 1) [10]

**QUESTION 3**

What do the following abbreviations stand for:

- 3.1 PDA
- 3.2 HTML
- 3.3 GPRS
- 3.4 FTP
- 3.5 LCD

(5 × 2) [10]

**QUESTION 4**

Define the following:

- 4.1 Pop-up
- 4.2 Username
- 4.3 Hyperlink
- 4.4 Memory card
- 4.5 Electronic mail
- 4.6 Twitter
- 4.7 Software piracy

(7 × 2) [14]

**QUESTION 5**

- 5.1 What are the benefits of using Voice-over Internet Protocol? (5)
  - 5.2 Give FIVE security measures to keep in mind when using online communities. (5)
  - 5.3 List any FIVE main uses of the internet. (5)
  - 5.4 How will you know that your computer is affected by viruses? (5)
- [20]

**QUESTION 6**

- 6.1 Explain how to use desktop gadgets. (4)
- 6.2 Keyboard keys are divided into different sections.  
Name FIVE sections of keys on the keyboard. (5)
- 6.3 The operating system is the most fundamental programme.  
What are the functions of the operating system? (5)
- 6.4 What is a statutory deduction? (2)

**[16]****TOTAL SECTION A: 80**

**SECTION B: (PRACTICAL)**

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

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**.

One definition of marketing is that it is a human activity directed at satisfying needs and wants through an exchange process. Another definition is that it is the performance of all business activities involved in the flow of goods and services from the point of initial production until they are in the hands of the ultimate consumer.

Marketing mix

Marketing mix can be defined as the set of controllable tactical marketing tools (product, price, place and promotion) that a business uses to respond to its target market. The marketing mix consists of everything an enterprise can do to influence the demand for its products. The many possible factors can be grouped into four categories known as the four 'P's' of marketing: Product, Price, Place and Promotion.

Marketing other commodities

There are also other commodities farmers in South Africa produce that are sold in South Africa itself or are exported.

Sugar:

South Africa is the 13<sup>th</sup> largest sugar producer in the world. About 50% of the produced sugar is exported to Africa, the Middle East, North America and Asia.



**Wine:**

South Africa is the 10<sup>th</sup> largest wine producer in the world and exports over 240 million litres per annum. This sector provides employment for just under 70 000 people. Some 110 000 hectares are under vine cultivation.

**Fruit:**

Twelve per cent of the total earnings are derived from agricultural export of deciduous fruit.

**Vegetables:**

Vegetables farmers in South Africa produce potatoes, tomatoes, green-mealies and sweetcorn. Some 50% of vegetables are marketed at fresh produce markets situated in the major cities and towns, for example Johannesburg and Durban. The balances of the vegetables are marketed directly to supermarkets, fresh produce stores and informal markets.

South African agricultural producers also produce cotton, tobacco, tea and ornamental and cut flowers. Many farmers around urban areas have started farming with grass to supply the instant lawn market – a market created by the many developments that take place in and around urban areas. Another growing industry is aquaculture, with mussels, trout, tilapia, catfish, oysters and waterblommetjies (Cape pondweed) as major aquaculture species

- 1.1 Open the document saved as QUEST 1 and insert your EXAMINATION NUMBER left and QUESTION 1A right as header.
- 1.2 Save it under the new name QUESTION 1B.
- 1.3 Make the following changes:
  - 1.3.1 Apply Comic Sans MS 12 font size to the whole document.
  - 1.3.2 Change the margins of the document to 2.54 cm.
  - 1.3.3 At the top centre of the document, insert the following heading in Britannic Bold 24 and centre.  
**MARKETING**
  - 1.3.4 Change all the subheadings to uppercase and bold.
  - 1.3.5 Indent 3 cm left and right, also make full justification to the paragraph below the subheading 'Market Mix'.
  - 1.3.6 Change the heading 'Marketing other commodities' to font Elephant size 18, upper case and centre.

- 1.3.7 Insert a page break before the subheading 'Fruit'.
- 1.3.8 Apply two columns layout in the content on the subheadings 'Sugar and Wine'.
- 1.3.9 In the last paragraph, apply a triple-line border, double-line spacing, Italic and also apply gray-50%, accent 3, lighter 60% to the paragraph.
- 1.3.10 Insert page number at the bottom centre.
- 1.4 Save the document and make a printout.

[25]

## SPREADSHEET

### QUESTION 2A

1. Create a new document in the spreadsheet program and key in the following document.

Do not key in the row and column headings. It was only used to indicate which cells must be used.

	A	B	C
1	PORT PORT FRUIT MARKET		
2	JANUARY SALES		
3			
4			
5	Item	Price per Item	Quantity
6	Tomatoes	195.5	15
7	Litchis	123.75	20
8	Avocadoes	373.15	19
9	Sweet potatoes	104.85	18
10	Pears	194.85	25
11	Watermelon	265.5	20
12	Banana	272.79	23
13			

2. Insert horizontal and vertical lines with the method you are familiar with.
3. Save the document as QUEST 2A

4. Insert your examination number left and Question 2A right as a footer.
5. Print the document on A4 portrait without row and column headings or the gridlines.

(10)

**QUESTION 2B**

1. Retrieve the document QUEST 2A, complete the spreadsheet as indicated and immediately save it as QUEST 2B. Change QUESTION 2A on the footer to QUESTION 2B.
2. Insert columns and bold the information as indicated.

	A	B	C	D	E	F	G	H	I	
1	<b>PORT PORT FRUIT MARKET</b> } Merge center, Font Algerian 20pt									
2										
3	<b>JANUARY SALES</b>		} Merge across, Font Forte 18pt			} insert columns as indicated				
4										
	<b>Item</b>	<b>Price per Item</b>	<b>Quantity</b>	<b>Total Cost Price</b>	<b>% Commission</b>	<b>Commission Amount</b>	<b>Extra Bonus</b>	<b>Extra Bonus Amount</b>	<b>Total Commission</b>	
5										
6	Tomatoes	195.5	15	A	B	C	D	E	F	
7	Litchis	123.75	20	↓	↓	↓	↓	↓	↓	
8	Avocadoes	373.15	19	↓	↓	↓	↓	↓	↓	
9	Sweet potatoes	104.85	18	↓	↓	↓	↓	↓	↓	
10	Pears	194.85	25	↓	↓	↓	↓	↓	↓	
11	Watermelon	265.5	20	↓	↓	↓	↓	↓	↓	
12	Banana	272.79	23	↓	↓	↓	↓	↓	↓	
13	<b>TOTAL</b>	G	→							
14										
15							Cost Price	Com-		
16								mission		
17							0	0.00%		
18							1000	2.50%		
19							2000	3.00%		
20							3000	3.50%		
21							4000	4.00%		
22							5000	4.50%		
23							6000	5.00%		
24							7000	5.50%		
							8000	6.00%		

3. In A1, format the heading to Algerian 20pt, merge and centre cell A1 to I1.
4. Insert the word TOTAL in A13 and bold it in uppercase.
5. Insert the information as indicated in cell range G15 to H24.

6. Calculate the answers where the letters of the alphabet appears (A-G).
  - 6.1 A = Total Cost Price: Price Per Item multiply by Quantity.
  - 6.2 B = %Commission: Use VLOOKUP function to determine the percentage commission of the Total Cost Price. Format the answers to display %.
  - 6.3 C = Commission Amount: Total Cost Price multiply by % Commission
  - 6.4 D = Make use of IF function. All Items with Total Cost Price of more than 3 000, receive an extra Bonus. Either 'YES' or 'NO' should appear in this column.
  - 6.5 E = Use IF Function to calculate the Extra Bonus Amount. This is 5% of the Total Cost Price only if it qualifies for it (only if Extra Bonus is YES).
  - 6.6 F = Total Commission: Commission Amount plus Extra Bonus Amount.
  - 6.7 G = Total: Calculate all the total costs.
7. Format all the monetary values to display the R-sign with two decimals (Currency).
8. Sort the contents of the spreadsheet in ascending order according to ITEM column.
9. Apply shading of Gray-50%, accent 3, Darker 25% to row 5.
10. Save the document and print the spreadsheet on one page in landscape with the column and row headings but not gridlines. (35)

### QUESTION 2C

1. Retrieve the document QUESTION 2B.
2. Save it as QUESTION 2C.
3. Hide the following columns: A,B,C and D
4. Change the Question number in the footer to QUESTION 2C.
5. Display all formulae and adjust the column widths.
6. Print the document in Landscape with the row and column headings but without gridlines. The document should fit onto one A4 page in landscape. (10)

**QUESTION 2D**

1. Retrieve the document QUESTION 2B.
2. Insert a 2-D line graph with markers to indicate the difference in price per item and commission amount of all items.
3. The legend must be displayed at the right side.
4. The chart title must display the following:  
  
PORT PORT FRUIT MARKET  
Your EXAMINATION NUMBER  
QUESTION 2D
5. Change the appearance of the plot area to Fish Fossil texture.
6. Format the gridline (Primary Major Horizontal) to 3pt.
7. The graph must appear on a sheet of its own.
8. Save the document as QUEST 2D and make a printout of the graph.

**(10)**  
**[65]****DATABASE****QUESTION 3A**

You are now required to use a database and table with the correct data types, distinguishing between text, number, date, currency, et cetera.

1. Open Database Programme and create a database STORE and YOUR EXAMINATION NUMBER.
2. Create a new Table and name it Question 3 and YOUR EXAMINATION NUMBER.
3. Use the field names and formatting as indicated below.

FIELD NAME	INFORMATION	FIELD SIZE/FORMAT
ID	Auto number	
CODE	Number	Long Integer
ITEM	Text	30
SOLD DATE	Date/Time	Short date
COST PRICE	Currency	Currency
QUANTITY	Number	Integer
QUESTION 3	Text	12

4. Save the document and make a printout of the structure.
5. Key in the following records on the table.

ID	CODE	ITEM	SOLD DATE	COST PRICE	QUANTITY	QUESTION 3
1	201520	Tomatoes	2015/12/12	R 197.50	15	
2	201545	Litchis	2015/08/07	R 123.75	20	
3	201578	Avocadoes	2014/09/15	R 373.15	19	
4	200073	Sweet potatoes	2015/03/02	R 104.50	18	
5	201501	Pears	2015/04/25	R 194.85	25	
6	201512	Watermelon	2014/12/17	R 265.50	20	
7	201590	Banana	2015/06/29	R 272.79	23	

6. Save and print all the records. Printout must fit on A4 Landscape page. This will be your QUESTION 3B (11 x 2) (22)

### QUESTION 3C

Use the table and save as your EXAMINATION NUMBER and QUESTION 3B to the following.

1. Create a query using the following fields: ITEM, SOLD DATE, COST PRICE and QUANTITY
2. Add criteria to select only items which dates are between 25 December 2015 and 30 December 2016.
3. Sort the information in descending order according to COST PRICE Field.
4. Run the query and save as your EXAMINATION NUMBER and QUESTION 3C.
5. Make one printout of the query and put it in your Examination folder. (8)

[30]

**TOTAL SECTION B: 120**  
**GRAND TOTAL: 200**