**PAPER 1: SECTION B [120]**

**PRACTICAL**

Answer all the questions in this section using the electronic version of the question paper.

Print your answers as required OR save your answers and share the file with, or send the file to the lecturer.

**QUESTION 9: File management [10]**

Open the file **File management.docx**; save the file as **Fman yourexamnumber.docx** and answer the questions.

Open the folder GoGreen in your examination folder and you will find the subfolders and files as shown in Section A.

Do the following practically:

Delete the **Shelflifestock.xlsx** file in the Stock subfolder. (1)

Move the two staff files from Stock to the Staff folder. (1)

Rename the file **Stock.xlsx** to **Stock 2021.xlsx** (1)

Delete the unwanted file, identified in number 4, Question 8, without sending it to the Recycle Bin. (1)

Use the Snipping Tool to show partial screenshots of the files in the Staff and Stock folders. Paste the screenshots here: (4)

Use the Snipping Tool to show partial screenshots of the folders. Paste the screenshot here:

(2)

**QUESTION 10: Word processing [30]**

1. Open the file **Question10 Word.docx**

2. Save this file as **Quest10 Answer yourexamnumber.docx**

3. Edit the document as shown.

4. Insert the picture GoGreen.jpg into the document to display in the top right corner. Resize the picture and use text wrapping to display the text to the left of the picture.

5. Save the document regularly.

6. Print the document.

Student number: Insert your Student Number and Examination Number

Examination number:

Go green Centre, boldprint &uppercase and in green

"Go Green" is a widely used term that can mean something different to everyone. Going green can be achieved through simple steps and does not have to mean skipping showers, selling your car and never setting foot in a grocery store.

Going green means caring for the environment by making a deliberate effort to be part of the change. It is about limiting your footprint on the environment and also encouraging others to follow your example.

run on –no new paragraph

However, note that going green is not limited to recycling, but living a sustainable lifestyle. Going green is about making small adjustments in your daily life to achieve this goal.

Going green has huge effects on our body, mind, relationships, and the world around us in many ways. Our environment can either increase or reduce stress; hence impact the body. The things we see, experience or hear can change our mood and how our immune, endocrine, and nervous system

NP

function. A stressful environment causes anxiety which in turn elevates blood pressure, muscle tension, and heart rate and going green reverses these impacts. A natural environment is a stress reliever, it heals and makes you feel better emotionally and contributes to your physical wellbeing. It helps us cope with pain. This is because trees, water, plants and other natural elements distract us from pain and discomfort.

**How going green impacts our body, mind, and relationships** uppercase

1.5 line spacing and indent left as shown

A green environment helps us to connect with others. People who have green space around their homes build more relationships and are concerned about supporting each other. Such also lowers aggression, violence, and street crime between people meaning a better capacity to cope with the daily demands. To go green stirs up feelings that connect us to others and our environment.

The decisions we make impact the environment in more ways than one. Taking into consideration the environmental factors touching on waste and natural resources in decision making can make a difference when looking at the broader picture. Going green is a process that doesn’t happen overnight; it takes small steps which eventually pay off once you adapt to more green-living practices. Delete paragraph

Conserve Energy Insert text, bold

Conserving energy is one of the most basic concepts involved in going green. Simple strategies such as turning off the lights when leaving and turning the water off while brushing your teeth can go a long way. There are several energy-efficient products available varying from

………….. trs run on

large appliances to light bulbs that can help conserve energy as well. Although these products may be a bit more expensive initially, they can save energy and money in the long run.

**Reduce Pollution**

Going green essentially means being environmentally friendly. Reducing pollution is yet another simple strategy that can make a huge difference. Recycling is a key component of reducing pollution. Materials such as plastic can be recycled and reused rather than thrown away to lay in a landfill for years. Food waste can also be recycled in the form of compost. Composting enables food scraps that otherwise would be thrown away to be utilized as fertilizer.

**How ICT’s are used, can also help the environment with regard to green computing** font 12

Electronic devices, such as computer hardware and smartphones, are composed of some materials that can be potentially harmful to humans and the environment. Computers and other electronic devices can be used and disposed of in a manner that is friendly to the environment.

Green computing is a program concerned with the efficient and environmentally responsible design, manufacture, operation, and disposal of information system-related products. Change par to italic

Electronic waste is the term used to describe old computers and electronic devices which have been disposed of by their original users when they are discarded

Care must be taken when recycling or destroying these devices to avoid contaminating the environment. Green computing is concerned with the efficient and environmentally responsible design, manufacture, operation, and disposal in information system products. These include all types of computing devices, from smartphones to supercomputers, printers, printer materials such as cartridges and toner, and storage devices.

Only one line up

**Your health and Going Green** U.C. and in Green

Going green creates a healthy living environment and also improves lifestyle. For this reason, we must make a commitment towards living a green life which requires collaborating with others, planning and some creativity. The process begins with an individual making a decision that affects others at work, college, community or home. Our actions can encourage other people like our friends and family to go green too, which is a major step in achieving environmental goals. If we embrace these changes, we’ll live in harmony with our neighbors, family, and friends. ~~It will give us satisfaction, peace of mind, and elevate our consciousness level knowing that we are part of the change~~. Delete sentence

**Be nice to you** u.c., in blue

Hike up the mountain

Leave your phone at home and go on a long hike. Choose a safe route and be sure to take your dog with. Nature will answer many of your questions about life and will uplift and soothe you.

**Headphones on, world off**

Tune out. Wear headphones to tune out distractions. Co-workers and friends are less likely to interrupt if you can't hear them. right align

**QUESTION 11: Word processing computational thinking [15]**

1. Find any suitable invitation template to create an invitation.

2. Eunice has to create this invitation. Give a step by step explanation to her on how to find a suitable invitation template and how to complete it:

Open the file **Quest11 Template.docx**.

Save the file as **Quest11 Temp Yourexamnumber.docx**

Write down the step by step instructions in this MS Word document. Include at least two partial screenshots (screen snippets) to indicate how Tebogo must go about in searching for an invitation template.

Save the file.

3. Save the completed invitation file as **Quest11 Invite Yourexamnumber.docx**

4. Create the invitation to our members and clients for an open day at our Go Green Nursery; use the detail below.

The invitation should be short and attractive. Enhance the invitation by using green for most of the text, use bold and larger size font for the main text.

Title: GO GREEN OPEN DAY

Event date: 10 September 202?

Event time: 9:30

Venue name: Go Green Nursery

Address: Green Mountain

Johies Road

Johannesburg

N12: turn right at the sign

RSVP: PLEASE, LET US KNOW IF YOU WILL ATTEND

Telephone: 012 454 7642

E-mail info@gogreen.co.za

5. Save the document to your examination folder.

6. Print the document.

**QUESTION 12: Word processing typing [25]**

1. Type the following in the word processing application.

2. Save the document as **Quest12 Typing yourexamnumber.docx**

3. Use the font Times New Roman, font size 11.

LIVE GREEN, LIVE WELL

Here are some practices you can follow to start a new, improved relationship with yourself.

1. Have a tech and social media free day. Once you get over the panic, you won't believe how relaxing this can be. Let everyone know that for one day of the week you are unplugged.

2. Happiness and enthusiasm are contagious. When you come into contact with others, be interested and positive. It is an effective way of influencing others.

3. Give yourself a break. Research shows that self-encouragement has a much better effect than self-criticism. Forgive your mistakes and move on.

4. We all have a voice in our heads. Often that voice is judgemental and critical. Watch how many times you say discouraging things. Replace them with inspiring and encouraging alternatives. Speak to yourself with compression. Be positive and remind yourself you are worthy of love and attention, or that it is okay to make mistakes.

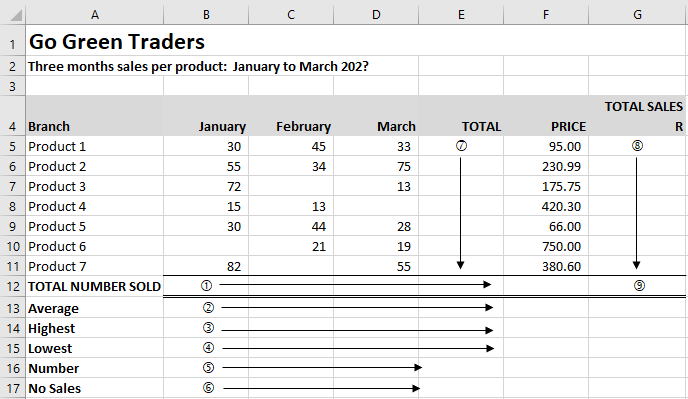
5. When you have saved money, you will feel more secure and in control. Rather than living from pay-check to pay-check, pay yourself 10% of your income and put it into a savings account.

(25)

**QUESTION 13: Spreadsheets [20]**

1. Open the workbook **Quest13 GoGreen Traders.xlsx** and follow the instructions below.

2 Save the workbook as **Quest13 GGT yourexamnumber.xlsx**



3. Insert a row above Product 7. Insert the data for Product 6 which was omitted.



Add the extra text in columns F and G. Make column G wider, if necessary, to display the text.

4. Insert formulas/functions where indicated by numbers and copy across the column or row.

➀ Calculate the total number of all products sold, January to March, and in total.

➁, ➂, ➃, ➄, ➅ Calculate as indicated. Number ➄ to calculate the number of items; number ➅ to calculate the number of empty cells, no sales, January to March.

⑦ Calculate the total per item, January to March.

⑧ Calculate the Total sales in Rand: Total x Price.

➈ Calculate the Total sales in Rand for all products.

5. Format Price and Total Sales per product to display 2 decimals

Format all other numbers to display no decimals.

Format the Total Sales for all products (formula in number ➈) to display a Rand sign and two decimals.

6. Remember to save the workbook.

7. Print the worksheet.

8. Add a new worksheet and copy the worksheet to the new worksheet.

Rename the worksheet to **Formulas**.

9. Display the formulas and save the workbook.

10. Print the formulas.

11. Close the workbook.

**QUESTION 14: Spreadsheets computational thinking [20]**

1, Open the workbook **Quest14 Chart.xlsx**.

2. Save the workbook as **Quest14 Chart yourexamnumber.xlsx**

3. Compile a spreadsheet, from the information and data shown in the chart below.

**Tip:** Type an apostrophe before the ages, for example '71-80.

4. Delete the picture of the chart.

5. Save the workbook.

6. Print the spreadsheet.

7. Close the file.

