**PAPER 2: 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 files with, or send the files 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 **Botswana** in your examination folder and you will find the subfolders and files as shown in Section A.

Do the following practically:

Delete the **GroupA Invoices Fund - Copy.xlsx** file in the Finance subfolder. (1)

Move the **Brochures.docx** and **Tourgroups.docx** files from Finance to the Tourplans folder. (1)

Rename the file **GroupA Invoices Fund.xlsx** to **GroupA Invoices Tour2.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 Bookings, Finance and Touplans 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.docx**

3. Edit the document as shown.

4. Insert the picture SocialMedia.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:

Social Media Centre, boldprint &uppercase and in red, font 14

Only one line up

Technology is supposed to enhance and simplify life. To some extent it does, but with the now constant access to every aspect of everyone else's life at your fingertips, technology seems to be complicating human relationships.

run on –no new paragraph

The ability of social networking to connect you to people across the globe has gone a long way to expanding the 'global village' effect in the world. This may tie in to the positive aspect of contention that the greater your social network, the more likely you are to succeed, especially in business.

However, digital social networking does not seem to have quite the same effect. Although it can expose you to a wider range of ideas and knowledge, there is a more sinister side to your store of friends.

With online connections, it was found that anger, hostility, loneliness and other negative emotions expressed are likely to transmit to you, meaning that even if you have never met the person in real life, their negative behavior can still influence you.

When talking about your life, you are highly attuned to the fact that hundreds of people will be able to view every thought, photograph, like or dislike your post on social media. We put forward whatever it is we want people to know, and we tend to highlight the good stuff. A few exclamation marks or smiley faces puts a magical spin on whatever event you are chatting about. NP Whatever way your connections are communicating, the bottom line is that often our achievements become diminished and our failures amplified.

Slip of the finger Bold and uppercase

Now, a message in all caps is construed as someone shouting at you. One misplaced icon or word on Facebook could send your social life spirallling out of control. Some statistics suggest that Facebook has been cited in as many as a third of all divorces in the UK. It is much easier to say something a bit daring when you are not face-to-face with a person and this can lead to a spiral of boundary over-stepping.

………….. trs

More and more employers are checking out potential employee Facebook and Twitter accounts to get a picture of the real person. It was recently reported in a newspaper that loan companies are increasingly checking out borrower's social media profiles to see if they could be considered creditworthy. It was recently reported in a newspaper that loan companies are increasingly checking out borrower's social media profiles to see if they could be considered creditworthy. ~~It was recently reported in a newspaper that loan companies are increasingly checking out borrower's social media profiles to see if they could be considered creditworthy~~. Delete sentence

**Social media suicide**

Social media is amazing for business opportunities if you run it right. For business, social media can help if you know how to use dashboards, how to network via the web, how to blog and how to use tweets. But, when it comes to your personal life, then that social media is the devil. Founding yourself spending more and more time on various social media platforms, instead of focusing on solid real-life relationships, be aware. That, coupled with the insight that everyone else was also only showing the positive aspects of their lives, tells you to spend more time with your family and friends and in nature, not on the net. As effective as it is to use these social media apps, it does come to a point where you miss the simple life that we used to have without it.

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

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. Delete paragraph

Take care Insert text, bold

While social media is immensely important from a marketing perspective, and can be a great tool for keeping in touch with friends and family, it is wise to be cautious when uploading the details of your life. It is also good to take all the happy-shiny posts with a pinch of salt so you do not end up believing everyone is living a dream life except you. Find your happiness and peace in real relationships, and keep the cyber friends for light relief. Change par to italic

**Did you know?** font 12

Only one line up

1.5 line spacing and indent left as shown

Cyber bullying if fast becoming a devastating trend that offer bullies endless opportunities for attack, and victims no relief. In the past, bullied children could at least gain some sense of normality and safety at home, but with the 'always on' nature of social media, there is simply no escape. The relative anonymity of cyber interaction also means that bullying is becoming nastier and more common.

**Be nice to you** U.C. and in Red

Hike up the mountain u.c., in blue, double underline

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 Double underline

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]**

The world is witnessing the impact of the Covid-19 pandemic on all facets of life, in all countries and in all industries. No one is certain about how much and how long the impact of the pandemic will last on the global economy.

Business leaders were forced to accept work from home as the new way of doing business for non-essential employees; national lockdowns have become the norm and in most countries work from home has become the norm. Working from home is the 'New Normal' during the Lockdown and may be permanently for some employees, because it works.

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

2. Save the file as **Quest11 Temp Yourexamnumber.docx** (1)

This was a template used to give advice about working from home. The file was then saved as a MS Word document.

3. Replace the picture with a new one from the exam folder, **WorkFromHome.bmp**. (2)

Crop the picture to trim away the outer edges to the left and right that are unnecessary; only keep the centre part of the picture. (4)

4. This is a very important checklist for everyone who has to work from home. Read through the document and checklist carefully. Click on the block to the left if you think that an item will be no problem to you. If you think an item on the checklist could be problematic to your situation at home, do not click the block. You will not be penalised for unchecked items, but some of them are essential and should be checked. (3)

Example: This item on the checklist will be no problem to you.

 This item has not been checked, because it could be a problem to you.

5. The items below the heading MAKING IT WORK should be in alphabetic order. Use cut and paste to do this. (5)

**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.

TOP FIVE TIPS THIS SAVINGS MONTH

Saving is the process of accumulating capital, while investing is the allocation of the accumulated capital to different asset classes to achieve financial objectives. Below are some important tips.

1. Make saving a habit: One of the most important things to remember is that saving is what you do on a regular and disciplined basis before you spend or consume.

2. Choose the appropriate savings vehicles: You have to differentiate between short, medium and long-term savings as this will determine the asset allocation in your portfolio.

3. Sort out your short-term savings: When saving for short-term it is probably best to invest in an interest-bearing investment like a money market fund, or conservative collective investments or unit trusts.

4. Make provision for medium term savings: When saving for the medium term, a balanced fund offers the very attractive proposition of an experienced fund manager making the difficult asset allocation decisions on your behalf, while still aiming for the best growth possible over the medium-term.

5. Become a budgeter: It is important to have a proper household budget and to manage your finances accordingly. Most people do not have a clue what they are really spending their money on, and a budget can be a real eye opener.

(25)

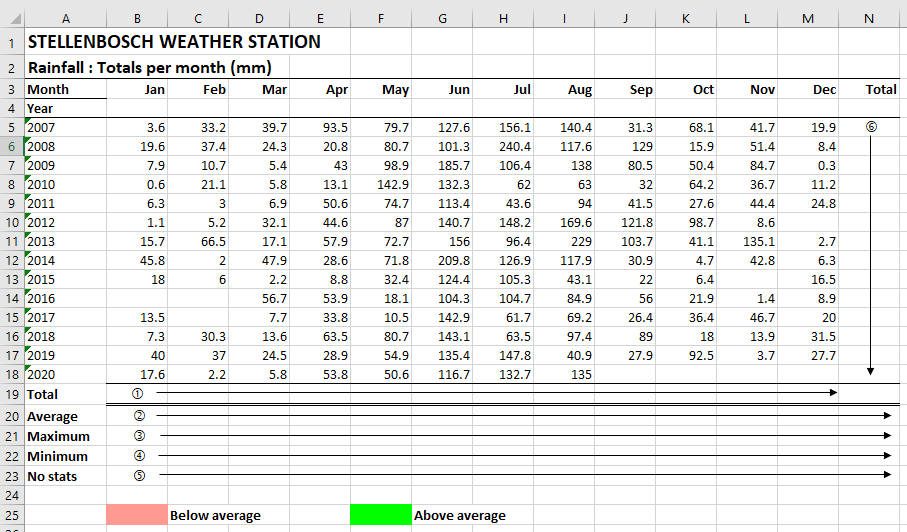
**QUESTION 13: Spreadsheets [20]**

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

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

The worksheet shows the monthly rainfall for Stellenbosch from 2007 to August 2020.

Water, rain, is so essential for our daily lives. If it is not raining enough, there will be water restrictions, as we all know. A city or town can even run out of water and will need to use water tanks to provide water to the people. It is interesting to study the statistics in this worksheet, note the patterns, and use it to make weather projections for this area.



3. Rename the worksheet to **Answers**.

4. Edit and format as follows on the **Answers** sheet:

Add the extra text as shown.

Apply bold to the text as shown.

Make sure that all columns are wide enough to display the text or numbers.

The headings Jan to Dec and Total should be right aligned.

Format the text in the cell A1 to font Calibri, size 16.

Format the text in the cell A2 to font Calibri, size 14.

Add the lines as shown above.

5. On the **Answers** sheet, insert formulas/functions where indicated by numbers and copy across the column or row.

➀ Calculate the total rain in mm (millimeter) for all years, 2007 to 2020. Note that statistics were available up to August 2020.

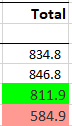
➁, ➂, ➃, ➄ Calculate as indicated. Number ➄ to calculate the number of empty cells, no rain statistics available, January to December, as well as for the Total column.

➅ Calculate the total rain in mm per year, 2007 to 2020.

6. Format all numbers, except the No stats cells, to display one decimal.

Format the No stats cells in row 23 to display no decimals.

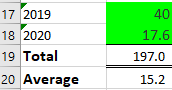
7. In the Total per year column, column N, mark all totals that is below the average as calculated in N20. Use the pink fill colour as in cell B25. Using the *Format Painter* icon will make this very easy to copy the colour to those cells.



**Example:**

Mark all totals that is above the average as calculated in N20. Use the green fill colour as in cell F25.

In the Average per month row, mark only the 2019 and 2020 monthly rainfall that is below average or above average.

 **Example:**

8. Study the rain statistics for trends and patterns, and think about what can be expected for the next year. You have to give your answers in the next question.

9. Remember to save the workbook.

10. Print the worksheet Use landscape orientation.

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

Rename the worksheet to **Formulas**.

12. Display the formulas and save the workbook.

13. Print the formulas; use landscape orientation.

14. Do not close the workbook. Answer the questions in Question 14, Spreadsheets computational thinking.

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

1. Open your answer workbook, **Quest13 Rain yourexamnumber.xlsx**.

2. Add a new sheet to this workbook and rename the sheet to **Quest14**. (1)

You will save the workbook to the same name; do not change the file name.

3. Copy rows 1 to 4 to the new sheet. (2)

4. Copy the three highest **rainfall per year** to the **Quest14** sheet from row 6. Keep them in year order and keep the formulas in these rows when pasting. Add a heading in cell A5: **Highest** (3)

Copy the three lowest rainfall per year to the Quest14 sheet from row 11. Keep them in year order and keep the formulas when pasting. Add a heading in cell A10: **Lowest (3)**

5. Type the answers to the following questions below the **Quest14** spreadsheet. The questions are repeated on the **Quest14** spreadsheet.

5.1 Copy row 18 for the year 2020 to the Quest14 sheet and paste in row 16; keep the formula in this row when pasting. (1)

5.2 Use the main spreadsheet (all years and months) to make a projection for the rainfall for Sept, Oct, Nov, Dec 2020; use the data in the main worksheet to do this. Will this region have water restrictions 2020/2021? (1)

Give one reason for your projections. Type the reasons below the **Quest14** spreadsheet. (2)

5.3 Now apply your analytical skills to identify two trends/patterns in the complete data set. Type your answers below the question.

Example: When analysing the data set as a whole, it appears that the months X, Y and Z pose the biggest threat in terms of drought for this region.

1. Please, type the answers below the **Quest14** spreadsheet. (2)

2. (2)

5.4 Type three computational thinking components or techniques used in developing the whole rainfall spreadsheet and for answering Question 14.

1. Please, type the answers below the **Quest14** spreadsheet. (1)

2. (1)

3. (1)

6. Save the workbook.

7. Print the **Quest14** spreadsheet in landscape orientation.

8. Close the file. (20)