**N5 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 6: WORD PROCESSING AND INTEGRATION [20]**

1. Open the file **Botswana.docx**

2. Save this file as **Quest6 yourexamnumber.docx**

3. Edit the document as shown.

4. Add a header with **Your exam number** to the left and **Your student number** to the right.

Add a footer in bold, as follows:

**Botswana Page number**

The page number should start from page 20.

5. Move the **Land** paragraph to the end of the document; all formatting within these paragraphs should be retained. Make sure when pasting the text at this position.

The text should be on a new page and in landscape orientation.

Insert the picture **BotswanaMap.jpg** into the landscape page to display to the right of the **Land** text. Resize the picture and use text wrapping to display the text to the left of the picture.

6. Insert the picture **Chobe.jpg** to appear to the left next to the first paragraph of **Relief**.

7. Save the document regularly.

8. **The People: Who's Who** text should start on a new page.

9. Indent the paragraphs below The People as shown below: left 2.63cm and right 2.5cm.

Add bullets as shown below.

10. Delete the **Soils** paragraphs.

11. Open the Excel program and the workbook **Botswana.xlsx**.

Copy the table from the Tourists spreadsheet to the end of the Botswana document, just before the landscape page. Paste it as a picture.

Add a thick border to the picture, as indicated below. Resize the picture to be at the end of page  2.

**Note:** The document should be only 3 pages; 2 pages in portrait orientation and the landscape page.

12. Replace the word Chobe with **CHOBE** in uppercase and bold.

13. See the document below for more instructions.

14. Save the document.

15. Print the document.

**Botswana** Uppercase, font Algerian, font size 18

**Botswana** is a country in the centre of Southern Africa. The territory is roughly triangular –approximately 600 miles (965 km) from north to south and 600 miles from east to west – with its eastern side protruding into a sharp point. Its eastern and southern borders are marked by river courses and an old wagon road; its western borders are lines of longitude and latitude through the Kalahari, and its northern borders combine straight lines with a river course. Within the confines of Botswana’s borders is a rich variety of wildlife, including many species of mammals, birds, reptiles, amphibians, and fish.

Before its independence in 1966, Botswana was a British protectorate known as Bechuanaland. It was also one of the poorest and least-developed states in the world. The country is named after its dominant ethnic group, the Tswana (“Bechuana” in older variant orthography). Since its independence the Republic of Botswana has gained international stature as a peaceful and increasingly prosperous democratic state. Gaborone is the capital of Botswana.

**Land** Move to the end of the document on a separate landscape page

Botswana is bounded by Namibia to the west and north (the Caprivi Strip), Zambia and Zimbabwe to the northeast, and South Africa to the southeast and south. The Zambezi River border with Zambia is only several hundred yards long. The border along the main channel of the Chobe River up to the Zambezi was disputed with Namibia until a 1999 ruling by the International Court of Justice favoured Botswana. The point at which the borders of Botswana, Namibia, Zambia, and Zimbabwe meet in the middle of the river has never been precisely determined. Insert map picture

**Relief**

Botswana extends from the Chobe River (which drains through the Zambezi to the Indian Ocean) in the north to the Molopo River (part of the Orange River system, which flows into the Atlantic) in the south. To the east it is bordered by the Limpopo River and its tributaries, the Ngotwane (Notwani), Marico (Madikwe), and Shashe. Insert Chobe picture to the right

The country is divided into three main environmental regions. The hardveld region consists of rocky hill ranges and areas of shallow sand cover in eastern Botswana. The sandveld region is the area of deep Kalahari sand covering the rest of the country. The third region consists of ancient lake beds superimposed on the northern sandveld in the lowest part of the Kalahari Basin.

**Drainage**

Drainage through the marshes of the Okavango delta is complex and imperfectly understood. The perennial Okavango River runs southward into its delta across the Caprivi Strip from the highlands of Angola. Most of its water evaporates from the 4 000 square miles (10 000 square km) of the delta wetlands. Floodwater reaches down through the eastern side of the marshes to the Boteti River, which flows sporadically to Lake Xau (Dow) and the Makgadikgadi Pans (also roughly 4 000 square miles in area). Less and less water flowed through the western side of the Okavango marshes during the 20th century, so that the 70-square-mile (180-square-km) Lake Ngami—famous a century ago—is today dry and almost unrecognizable as a lake.

**Soils** Delete paragraphs

The soils of the eastern hardveld consist of moderately dry red loamy *mokata* soils on the plains, or mixed chalky and sandy *chawana* soils, with brownish rocky *seloko* soils on and around hills. *Seloko* soils are considered best for grain crops. The fertility of all soils is limited by the amount of rainfall, which is sometimes inadequate on the hardveld and regularly unable to support any cultivation on the sandveld.

The alluvial soils of the ancient lake beds include gray loamy soils in the wetlands, gray-green saline soils on the pans, gray clayish soils to yellowish sandy soils around the wetlands, and very chalky light gray soils around the pans. There are also areas of gray to black cracking clay in former wet areas, such as those around Pandamatenga.

**Elephants**

Botswana has become home to an estimated 160,000 – 170,000migratory elephants; currently home to potentially some 35% – 50% of the whole wild African elephant population.

Bacteria found in water is believed to have caused the deaths of more than 300 elephants in Botswana. Scientists fear toxins being produced by tiny organisms in water and soil could be occurring more frequently due to climate change driving up temperatures. However, they admit there are still "many questions" which need answering because other animals in the same areas as the elephants appear to have been unharmed.

run on –no new paragraph

Some cyanobacterial blooms are the most powerful natural poisons known, posing serious health risks for people and animals. Scientists are increasingly concerned about their potential impact as climate change leads to warmer water temperatures, which allows most cyanobacteria to form. In neighboring Zimbabwe, the carcasses of about 25 elephants were found near water sources.

run on –no new paragraph

The animals still had their tusks, ruling out poaching and deliberate poisoning. It is believed the elephants could have ingested the bacteria while searching for food.

**The People: Who's Who**

All of the citizens of Botswana are collectively referred to as Batswana (plural form) or Motswana (singular form), and can be grouped into two broad categories: the Setswana-speaking people and the non-Setswana-speakers. Over 60 percent of the population traces their heritage to one of the Setswana-speaking groups:

Indent left 2.63cm and right 2.5cm, add the bullets

* **The Bangwato,** who constitute the largest of the Setswana-speaking groups, come from Serowe.
* **The Bakgatla, Bakwena, Barolong and Bangwaketse** come from the southern regions around Gaborone, Kanye and Molepolole.
* **The Batawana,** who broke away from the Bangwato, settled further north around the southern edges of the Okavango.
* **The Babirwa** come from the Tuli Block.
* **The Batswapong** come from the eastern regions around Selebi Phikwe.
* **The Bakgalagadi,** who are one of the oldest groups, live in the central regions of the Kalahari around Ghanzi and Kang.

**Food**

Because of their high protein and fat content, reproductive termites are a sought-after food source in the rural areas. They leave their mounds after the first rains and are collected with the aid of lanterns and candles, which attract the insects in their thousands.

**Cattle**

Cattle, and to a lesser extent goats and sheep, have always played an important social and economic role within Batswana society. Animal husbandry was central to the **survival and success of most groups**, other than the Basarwa and Bayei.

Cattle in particular are kept, not only for food and clothing, but also as a measure of wealth. The larger their herd's size the greater the influence an individual or family has within the community. Cattle are also traditionally used as the primary means of exchange.

Insert the Botswana Tourists table here as a picture; add a thick, black border to the picture, width 2 pt. Resize the picture.

**Note: The document should be 2 portrait orientation pages and the landscape page.**

**QUESTION 7: Word processing, mail merge [30]**

As the Personal Assistant of the Chobe River Resort you are requested to send letters to the guests as to confirm their reservations at the Resort. Use the mail merge function to assist you with your task.

**QUESTION 7A (7)**

1. Use the mail merge function to create a data file using the names and information in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LETTER 1** | **LETTER 2** | **LETTER 3** |
| **Firstname** | Nahas | Genius | Lungi |
| **Lastname** | Bohitile | Abebe | Ndola |
| **Street** | Makamer Street | 9th Street | Hillside Road |
| **Town** | GOBABIS | HARARE | DURBAN |
| **Country** | Namibia | Zimbabwe | South Africa |
| **Date In** | 2021-10-03 | 2021-10-02 | 2021-10-01 |
| **Date Out** | 2021-10-10 | 2021-10-09 | 2021-10-08 |

2. Make a screenshot of the data table file and paste it into a Word document. Enter QUEST 7A and Yourexamnumber at the top of the page. Save the Word document as **QUEST 7A.docx** and print in landscape orientation.

3. Save the data document as **QUEST 7A yourexamnumber**

**QUESTION 7B (18)**

1. Use the mail merge function to prepare the letters for the guests (primary document). Use the font type Times New Roman and font size 12.

2. Insert **QUEST 7B** in the top left, and **Yourexamination number** top right as a header.

3. Insert fields where indicated in brackets, for example [NAME].

4. Use a left margin of 3.75 cm/1.5".

5. Save the document as **QUEST 7B Yourexamnumber**

6. Make a printout of this document; use portrait orientation.

Website: www. choberiver.com President Avenue

E-mail: choberiver@orange.bw KASANE

Insert today's date

[Street]

[Town]

[Country]

Dear [Firstname] [Lastname]

We hereby confirm your reservation at the CHOBE RIVER RESORT from [Date In] to [Date Out].

Your package includes:

• Free cocktails on arrival.

• One game drive, 2 hours.

• Free Kasane airport transfer on departure.

We look forward to your stay at our CHOBE RIVER RESORT.

Regards

MANAGEMENT AND STAFF

**QUESTION 7C (5)**

1. Merge the documents QUEST 7A and QUEST 7B into a new document.

2. Change the header to QUEST 7C on all the pages of the new document.

3. Print the merged letters and save as **QUEST 7C yourexamnumber.docx**

**QUESTION 8: Spreadsheets [55]**

**QUESTION 8A**

1. Open the existing spreadsheet **QUESTION 8A.xlsx**.

2. Add a new sheet and copy the spreadsheet to the new sheet. Rename the sheet to **Chobe**.

3. Change the header to QUEST8A, right-aligned and insert your Examination number to the left.

4. Edit the spreadsheet according to the instructions indicated in the text on the following page.

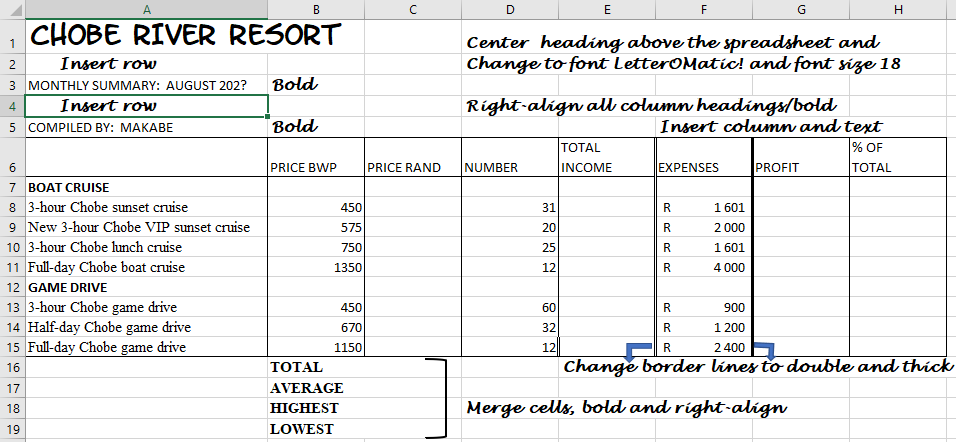
5. Display PRICE PER CRUISE/GAME DRIVE and EXPENSES PER DAY as currency with zero decimals.

6. All column widths from column B to H should be 13.20.

7. Save the workbook as **QUEST8 Yourexamnumber.xlsx**

8. Print the spreadsheet in landscape orientation on one page. (13)

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**QUESTION 8B (20)**

1. Open your workbook **QUEST8 yourexamnumber.xlsx** and the **Chobe** sheet.

2. Add a new sheet and rename the sheet to **Chobe2**. Copy the Chobe spreadsheet to the **Chobe2** sheet.

3. Change the header to **QUEST8B**, right-aligned and insert your Examination number to the left.

4. Follow the instructions to insert formulas to do the calculations, as follows:

➀ PRICE RAND = Price PWB (Botswanas currency) X 1.46

➁ TOTAL INCOME = Price Rand X Number

➂ PROFIT = Total income - Expenses

➃ % OF TOTAL = Profit per cruise or drive as a percentage of the Total profit in G16

➄ TOTAL = Total of the columns as indicated

➅ AVERAGE = Calculate the averages as indicated

⑦ HIGHEST = Determine the highest in the columns as indicated

⑧ LOWEST = Determine the lowest in the columns as indicated

Copy the formulas to the other cells as indicated.

5. Display % OF TOTAL as percentage with ONE decimal.

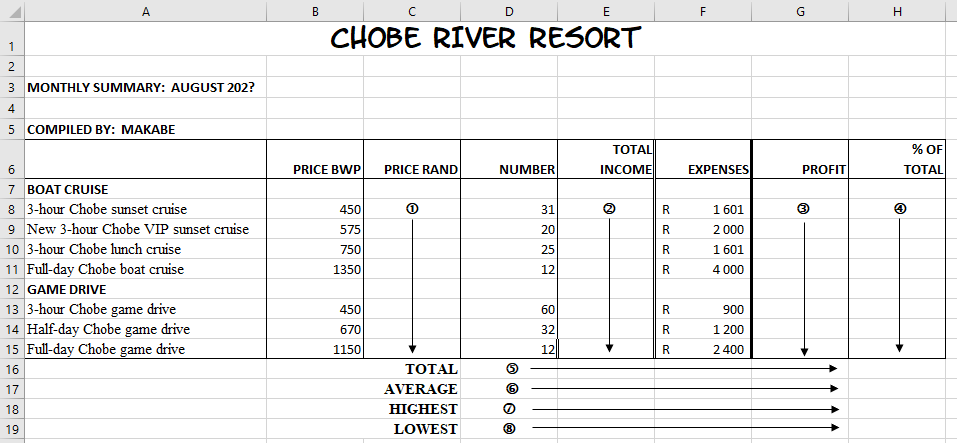
6. Display PRICE RAND, TOTAL INCOME and PROFIT as currency with NO decimals; round the numbers to display with no decimals.

7. Display all AVERAGE numbers with no decimals, rounded.

8. Sort the contents of the spreadsheet in descending order according to PROFIT; sort the boat cruises and game drives separate.

9. Save the spreadsheet as **QUEST8 yourexamnumber.xlsx**

10. Print the spreadsheet in landscape format on one page.



**QUESTION 8C (12)**

1. Open the spreadsheet **Chobe2** in the workbook **QUEST8 yourexamnumber.xlsx**.

2. Add a new sheet and rename the sheet to **Formulas**. Copy the **Chobe2** spreadsheet to the **Formulas** sheet.

3. Change the header to **QUEST8C**, right-aligned and insert your Examination number to the left.

4. Hide columns A and B on the **Formulas** sheet.

5. Display the formulas. Adjust the column widths to display all formulas in landscape orientation.

6. Save the workbook as **QUEST8 yourexamnumber.xlsx**

7. Print the spreadsheet with row and column headings.

**QUESTION 8D (10)**

1. Open the spreadsheet **Chobe2** in the workbook **QUEST8 yourexamnumber.xlsx**.

2. Create a pie graph as a NEW SHEET to show the PROFIT for the month for all boat cruises and game drives.

3. Insert the following chart titles:

PROFIT: AUGUST 202?

Yourexaminationnumber

QUEST 8D

4. Each segment must show the profit in currency.

5. Explode the segment for the highest profit; add data labels *Outside end*.

6. Display the legend to the right of the graph.

7. Save the workbook as **QUEST8 yourexamnumber.xlsx**

8. Print the graph as a NEW SHEET and use landscape orientation.

**QUESTION 9: Notebooks [15]**

1. Create a new notebook named **Yourexamnumber Question 9** on your PC.

2. This notebook contains important notes about our Botswana and other Africa tour planning. Add sections and pages as follows (see the screenshots below):

2.1 Add two sections and name them:

Planning tab colour in red

Tourleaders tab colour in blue

2.2 Add 3 pages to the Planning section and name them:

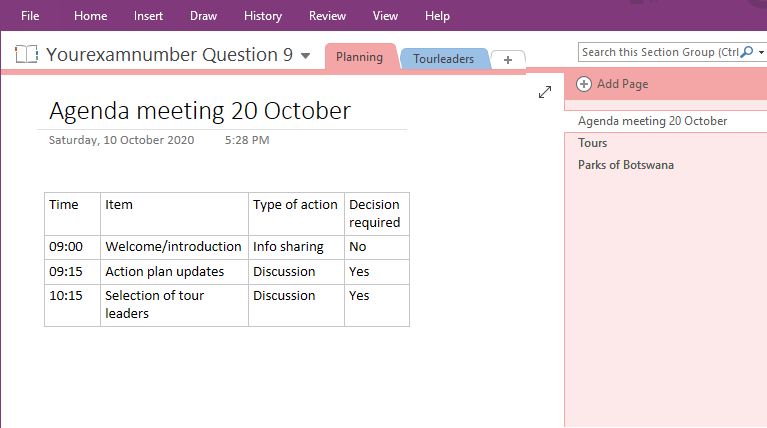
Agenda meeting 20 October

Tours

Parks of Botswana

2.3 Add 1 page to the Tourleaders section:

Available dates



3. Insert a table on the Agenda meeting 20 October page as shown above.

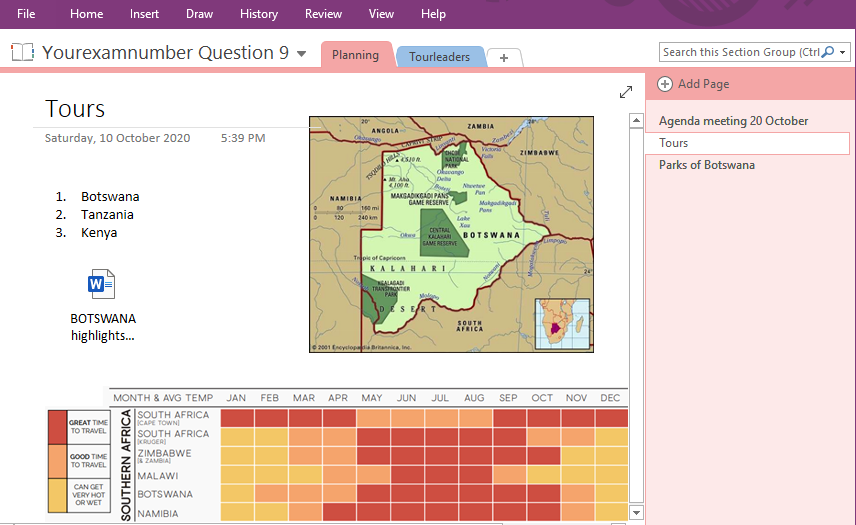
4. On the Tours page add the important information and notes as follows:

4.1 Add a numbered list of the country tours we are planning now.

4.2 Open the Word file **BOTSWANA higlights OneNote.docx**. Copy the Botswana map and the weather table from this file and insert on this page as shown.

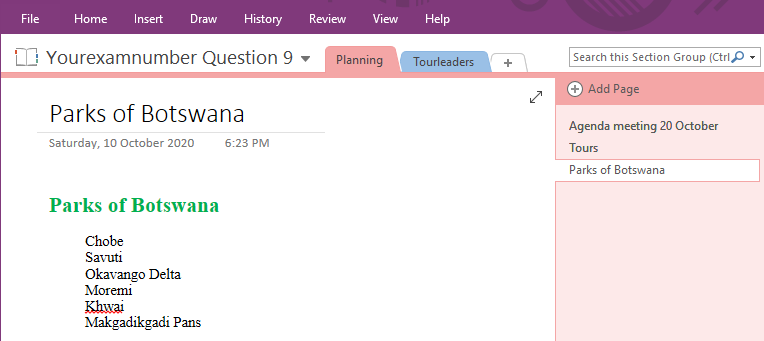
4.3 Close the Word file.

4.4 Attach the **BOTSWANA highlights OneNote.docx** file to this page.



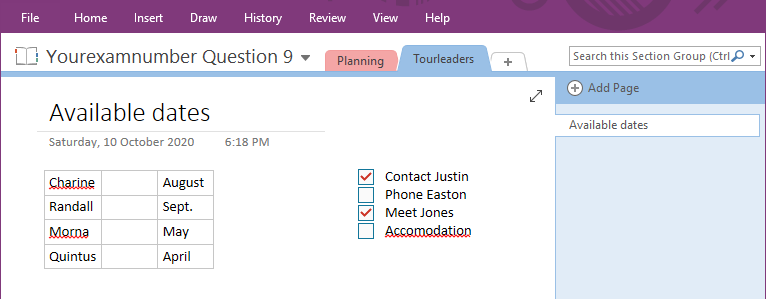
5. On the Parks of Botswana page add a list of the Parks of Botswana as shown. The heading should be in green and bold.

Indent the list below the heading.



6. Open the Tourleaders section, Available dates page.

Add the To Do Tags and the tourleaders notes.



7. Open a Word document and save the document as **Quest 9 Yourexamnumber.docx**

7.1 Make screenshots of all sections and pages and paste into the Word document. Save the document.

7.2 Print the Word document.