**N5 COMPUTER PRACTICE**

**EXAMPLE EXAM PAPER 1**

**MEMORANDUM**

Student Number:

Date:

Examination number:

**SECTION A [80]**

Open the document **Paper N5 Section A Theory.docx** and save this document as **SectionA yourexamnumber.docx** (1)

Answer all the questions in this section using the electronic version of the question paper that will also represent your answer sheet.

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

**QUESTION 1 [4]**

Enter the following to this document at the top of the page:

1.1 Add your student number, the date, and your examination number details to the top section of this page. (2)

1.2 Format your examination number only to bold. (1)

**QUESTION 2 [13]**

**Instructions**:

1. Answer the multiple-choice questions: Type or choose the correct answer to the questions below;

"*Click or tap here to enter text"* or "*Choose an item*" in the space provided or choose correct answer from drop-down list.

2. Change the font colour to **red** when you enter the letter or text to complete the answers. Use the *Format Painter* to copy the colour to all answers.

3. Save the answer file as **SectionA yourexamnumber.docx**

**Examples:**

Click Choose an item. or Click or tap here to enter text. for answers to be typed in.

This document was created in MS Word. Click on *Choose an item* and click on your answer.

Answer: True

To shut down a computer means: Click on *Click or tap here to enter* text and type the answer.

Answer: To close all open programs and turn off the computer.

2.1 Software refers to those parts that can be touched. (1)

Answer: False

2.2 The computer function to manipulate data into information is called programming. (1)

Answer: False

2.3 The copy and paste command is used to move a file from one folder to another. (1)

Answer: False

2.4 A client/server network is created when two or more computers are connected and share resources without going through a separate server computer. (1)

Answer: False

2.5 When you do a search on the Internet using Google, advanced algorithms carefully considers the most probable outcome that you are looking for. (1)

Answer: True

2.6 Network architecture is the complete design or layout of an organisation's computer network. (1)

Answer: True

2.7 An algorithm is a series of instructions and rules that dictate how to perform a specific task.

(1)

Answer: True

2.8 Decomposition means to identify similarities when solving a complex problem. (1)

Answer: False

2.9 A botnet is a term used to describe a large group of computers, that are controlled from one or more remote locations by hackers, without the knowledge or consent of their owners. (1)

Answer: True

2.10 A zombie is a computer that has been taken over by a hacker to be used as part of a botnet.

(1)

Answer: True

2.11 Blogs are online diaries, journals, or editorials on the Internet. (1)

Answer: True

2.12 The limited memory of the computer is called the RAM. (1)

Answer: False

2.13 The Rename command changes the content of the file. (1)

Answer: False

**QUESTION 3 [33]**

Various options are given as possible answers to the following questions. Choose the correct option, statement or sentence.

**Example:**

The acronym ICT is short for:

A. International Computer Technologies

B. Information and Communication Technology

C. Information Cable Transfer

D. Information and Communication Tools

Answer: B.

3.1 Communications media can be divided into two broad categories ….. (1)

A. Infrared and microwave

B. fiber optic and cable

C. packet switching and circuit switching

D. guided and wireless

Answer: D.

3.2 The following is an example of a plug-in application. (1)

A. Quick Time

B. Microsft Edge

C. Adobe Flash

D. A. and C.

E. None of the above

Answer: D.

3.3 Which one is NOT a cornerstone of computational thinking? (1)

A. Decomposition

B. Processing

C. Abstraction

D. Algorithms

Answer: B.

3.4 A network where all devices are connected through a single central hub node, is called a ….. (1)

A. Mesh network

B. Network topology

C. Star network

D. Bus network

Answer: C.

3.5 A time in which information has become a commodity that is quickly and widely disseminated and easily available especially through the use of computer technology. (1)

A. Industrial time

B. Mechanical age

C. Information age

D. Electro mechanical age.

Answer: C.

3.6 The following is an example of a social engineering attack. (1)

A. Spear phishing

B. Bing

C. Facebook

D. Twitter

Answer: A.

3.7 The size (capacity) of a USB Flash disk can be ….. (1)

A. 1 Terabyte (1TB)

B. 700 MB

C. 64 GB

D. 1000 Kilobyte

E. 1 Bit

Answer: C.

3.8 ….. indicates how the communications links and hardware devices of the network are arranged. (1)

A. Communications protocol

B. Transmission media

C. Network topology

D. None of the above

Answer: A.

3.9 A ….. is a Web address that specifies the exact location of a web page using letters and words that map to an IP address and the location on the host. (1)

A. Universal Resource Locator

B. Uniform Reference Locator

C. Universal Web address

D. Uniform Resource Locator

E. IP

Answer: D.

3.10 A ….. is someone who attacks a computer system or network for financial gain. (1)

A. hacker

B. cracker

C. malicious insider

D. cybercriminal

E. (a) and (c).

Answer: D.

3.11 Microsoft Edge is a new default ….. that is intended to replace Internet Explorer. (1)

A. Antivirus software

B. Start menu

C. Window management tool

D. Web browser

Answer: D.

3.12 An example of a wild card character. (1)

A. \* (asterisk)

B. & (ampersand)

C. $ (dollar sign)

D. = (equal sign)

Answer: A.

3.13 A type of file associated with graphics or pictures (1)

A. .xlsx

B. .docx

C. .jpg

D. .pptx

Answer: C.

3.14 ….. refers to physical appliances and objects that will be connected via networks and that can control and monitor remotely. (1)

A. Artificial Intelligence (AI)

B. Botnets

C. Internet of Things (IoT)

D. Interactive whiteboards

Answer: C.

3.15 Give four important precautions to help protect yourself against cybercrimes; type your answers below. (4)

1. Use a full-service Internet security/antivirus program, such as Norton Security.

2. Use strong passwords.

3. Keep your software updated.

4. Keep your private information locked down.

3.16What does computational thinking involve? (1)

A. Thinking like a computer

B. Breaking a complex problem down into simple steps

C. Learning how to program

D. Learn how to work with Windows 10

Answer: B.

3.17What is a complex problem? (1)

A. A problem that can only be solved by using a computer

B. A problem that does not have an obvious, immediate solution

C. A problem that requires more than one computer to solve

D. None of the above

Answer: B.

3.18What is the difference between programming and computational thinking? (1)

A. Computational thinking tells a computer what to do. Programming allows us to work out what to tell the computer to do

B. Programming tells a computer what to do. Computational thinking allows us to work out what to tell the computer to do

C. Programming tells a computer what to do. Computational thinking allows us to write in a programming language

Answer: B.

3.19What is abstraction? (1)

A. The process of breaking down a complex problem into a series of more manageable problems

B. The creation of an algorithm to solve a problem

C. The process of filtering out the characteristics of problems that are not needed in order to concentrate on those that are needed

D. The same as algorithms

Answer: C.

3.20 Which of the following is an example of thinking computationally? (1)

A. Planning out your route when going to meet a friend

B. When going to meet a friend, wandering around until you find them

C. When going to meet a friend, asking a parent to plan your route for you

D. Letting the bossiest friend decide where you should all go

Answer: A.

3.21What is the name given to the process of breaking down a problem into smaller problems? (1)

A. Decomposition

B. Abstraction

C. Algorithm design

D. Patterns.

Answer: A.

3.22What is a transport map a good example of? (1)

A. Decomposition

B. Abstraction

C. Algorithm design

D. Pattern recognition

Answer: B.

3.23Working out how to complete a video game is an example of what? (1)

A. Decomposition

B. Abstraction

C. Algorithm design

D. Programming

Answer: C.

3.24Deciding what matters and what does not is an example of what? (1)

A. Decomposition

B. Abstraction

C. Algorithm design

D. Processing

Answer: B.

3.25Deciding which clothes to wear to a party is an example of what? (1)

A. Abstraction

B. Computational thinking

C. Decomposition

D. Pattern recognition

Answer: A.

3.26 Breaking a complex problem down into smaller problems and solving each one individually.

(1)

A. Decomposition

B. Abstraction

C. Programming

D. Algorithmic Thinking

Answer: D.

3.27 Picking out the important bits of information from the problem, ignoring the specific details that don't matter. (1)

A. Decomposition

B. Abstraction

C. Programming

D. Algorithmic Thinking

Answer: B.

3.28 A logical way of getting from the problem to the solution. If the steps you take to solve a problem follow an algorithm then they can be reused and adapted to solve similar problems in the future. (1)

A. Decomposition

B. Abstraction

C. Programming

D. Algorithmic Thinking

Answer: D.

3.29 Why do we need to think computationally? (1)

A. To help us program

B. To help us solve complex problems more easily

C. To help us to think like a computer

D. To prove the need to complete the task

Answer: B.

3.30 Which of the following is NOT a computational thinking technique? (1)

A. Decomposition

B. Abstraction

C. Coding

D. Algorithms

Answer: C.

**QUESTION 4 [19]**

Type the answers in the Answer table below the question. Type the number of each question in **Column A** with the capital letter in **Column B** that goes with it.

**Answer:**

|  |  |
| --- | --- |
| 4.1 Ergonomics | **G** |
| 4.2 HTML | **I** |
| 4.3 GHz | **E** |
| 4.4 Port | **C** |
| 4.5 Connector | **F** |
| 4.6 NFC | **H** |
| 4.7 Wearable device | **J** |
| 4.8 LTE | **K** |
| 4.9 Digital wallets | **B** |
| 4.10 HTTP | **A** |
| 4.11 Hyperlink | **D** |

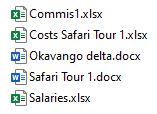
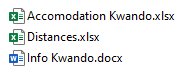
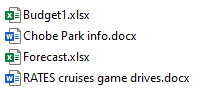
**Answer:**

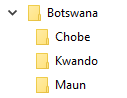
|  |  |
| --- | --- |
| 4.12 | **R** |
| 4.13 | **P** |
| 4.14 | **S** |
| 4.15 | **L** |
| 4.16 | **N** |
| 4.17 | **O** |
| 4.18 | **M** |
| 4.19 | **Q** |

**QUESTION 5: File management [11]**

Study the drive, folder, subfolders and files in the folders. Then, answer the questions below.







4.1 Type the steps to add a new folder, **Tours**, below the Botswana folder. (3)

Step 1: In *Windows Explorer*, click on the Botswana folder.

Step 2: Choose *New Folder*, *Home* tab.

Step 3: Type the new folder's name, Tours and enter, or click outside.

4.2 Move all files from the Maun folder to the Tours folder. Type the steps to do this. (5)

Step 1: In *Windows Explorer*, double-click the Maun folder to display the files.

Step 2: Press Ctrl + A to select all files.

Step 3: Right-click the selection and choose *Cut*.

Step 4: Double-click the Tours folder.

Step 5: Right-click and choose *Paste*.

4.3 Type the pathname to the file **Distances.xlsx** in the Kwando subfolder. (3)

D:\Botswana\Kwando\Distances.xlsx

**TOTAL SECTION A**

**Section A: Theory Questions 80**

**SECTION B:** Open the **Paper1 Section B Practical.docx** file and answer all the practical questions.

**SECTION B [120]**

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

**QUESTION 6: Word processing [20]**

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.

**See next page for answer and marks.**

**Header:**

**Your exam number** ✓ **Your student number**

**Botswana ✓**

**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.

✓✓

**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.

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 u recognizable as a lake.

Soils paragraphs deleted ✓

**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.

One paragraph ✓

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. 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. 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.

Page break ✓

**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:

✓✓✓

* **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.

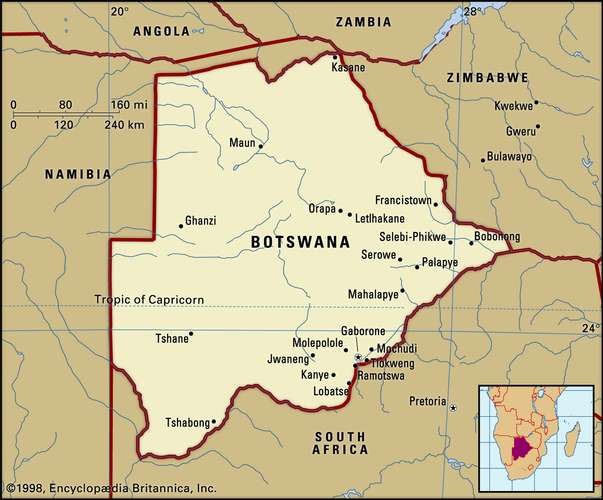
**Cattle**

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 spreadsheet, thick border ✓✓✓ End of second page ✓



**Land ✓ ✓**

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.

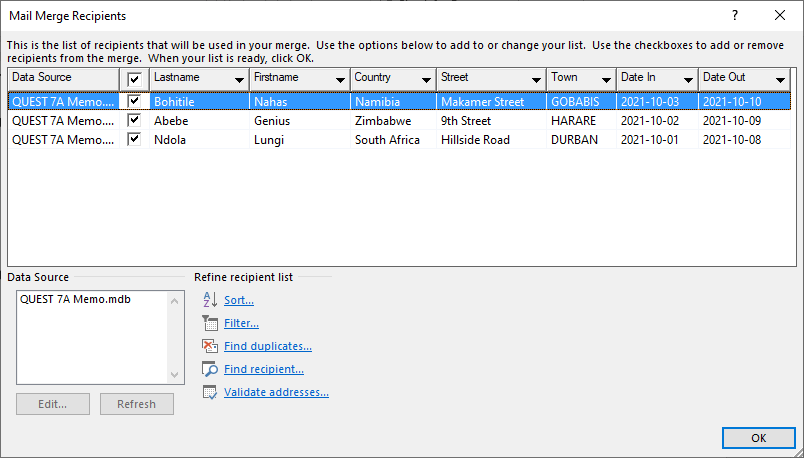
Landscape ✓

Replace **CHOBE** 2x ✓

Footers on all pages:

**Botswana 20** Footer, page number start 20, 3 pages ✓✓

**QUESTION 7A (7)**

 ✓✓✓✓✓✓✓

**QUESTION 7B (18)**

**Header: ✓**

**QUEST 7B Yourexamination number**

Website: www. choberiver.com President Avenue

E-mail: choberiver@orange.bw KASANE

Insert today's date **✓**

**✓**

**✓**

**✓**

Dear **✓✓**

We hereby confirm your reservation at the CHOBE RIVER RESORT from to . **✓✓**

Your package includes:

• Free cocktails on arrival. Bullets ✓✓

• 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 Letter typed -1 per error **✓✓✓✓✓✓✓**

**QUESTION 7C (5)**

**Header:**

**QUEST 7C ✓ Yourexamination number**

3 merged letters ✓✓✓ Merged correct ✓

Website: www. choberiver.com President Avenue

E-mail: choberiver@orange.bw KASANE

Insert today's date

Makamer Street

GOBABIS

Namibia

Dear Nahas Bohitile

We hereby confirm your reservation at the CHOBE RIVER RESORT from 2021-10-03 to 2021-10-10.

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

Website: www. choberiver.com President Avenue

E-mail: choberiver@orange.bw KASANE

Insert today's date

9th Street

HARARE

Zimbabwe

Dear Genius Abebe

We hereby confirm your reservation at the CHOBE RIVER RESORT from 2021-10-02 to 2021-10-09.

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

Website: www. choberiver.com President Avenue

E-mail: choberiver@orange.bw KASANE

Insert today's date

Hillside Road

DURBAN

South Africa

Dear Lungi Ndola

We hereby confirm your reservation at the CHOBE RIVER RESORT from 2021-10-01 to 2021-10-08.

Your package includes:

• Free cocktails on arrival.

• One game drive, 2 hours.

• Free Kasane airport transfer on departure.

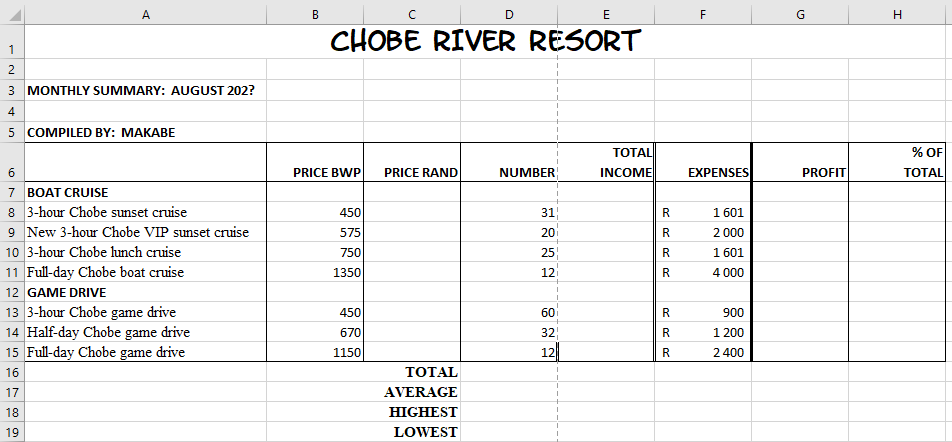
We look forward to your stay at our CHOBE RIVER RESORT.

Regards

MANAGEMENT AND STAFF

**QUESTION 8: Spreadsheets [55]**

**QUESTION 8A (13)**



Heading font, size and centred ✓✓

Insert 2 rows **✓**

Bold 2x headings ✓

Insert column and data ✓✓

Bold and right-align column headings ✓

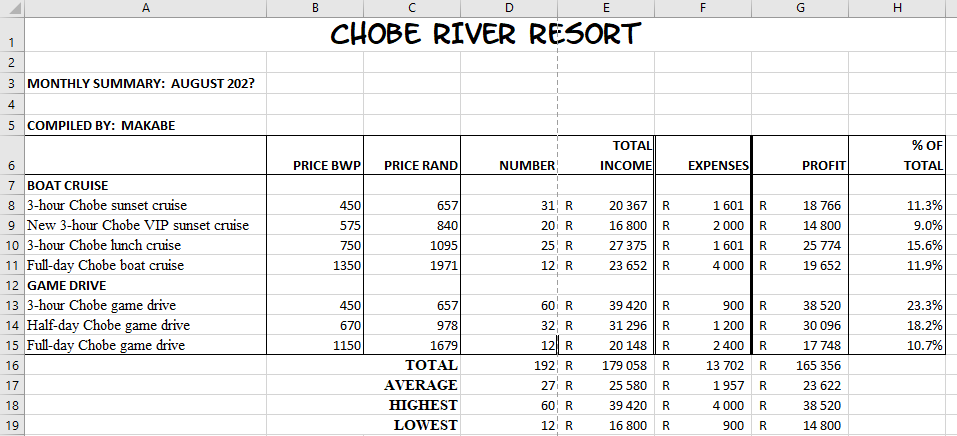
Column widths B to H width 13.20 ✓

Price and Expenses no decimals ✓

TOTAL to LOWEST, merge cells, right-aligned ✓✓

Two border lines: double and thick ✓✓

**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 7C (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. ✓

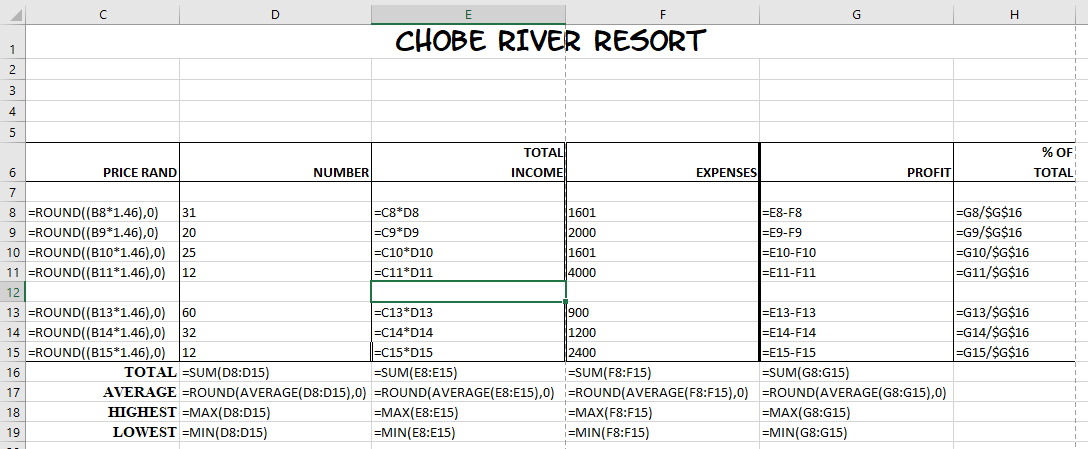
4. Hide columns A and B on the **Formulas** sheet. ✓

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

1 each for correct formulas and copied ✓✓✓✓✓✓✓✓

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. ✓

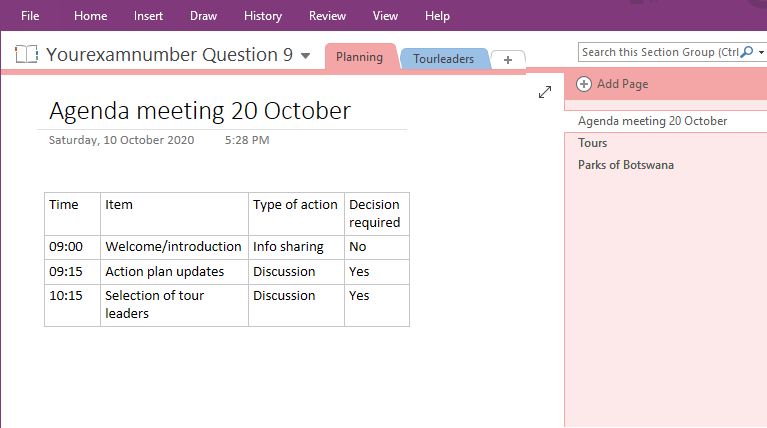
5. Explode the segment for the highest profit; add data labels *Outside end*. ✓✓

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.

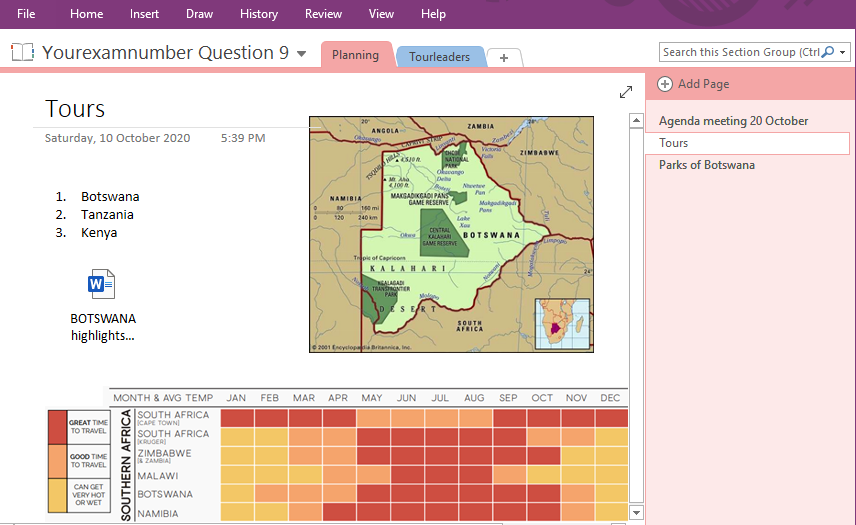
**QUESTION 9: Notebooks [15]**



Sections ✓

Pages ✓✓✓

Table ✓✓

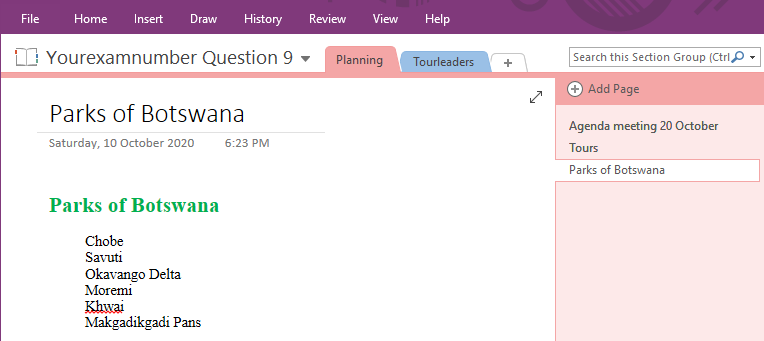


Numbered list ✓

Map ✓

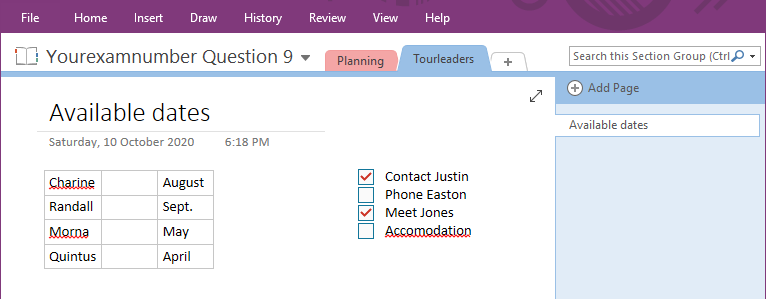
Weather picture ✓

File attached ✓



Heading in green and bold ✓

List and indent ✓



Notes in table ✓

To Do Tags ✓✓