**N5 COMPUTER PRACTICE**

**EXAMPLE EXAM PAPER 1**

**The files and a folder needed to answer all questions, are in the folder Exam Paper 1**

**The question paper consists of 26 pages**

**SECTION A: 13 pages**

**SECTION B: 13 pages**

|  |
| --- |
| **TIME: 3 HOURS**  **MARKS: 200** |

**INSTRUCTIONS AND INFORMATION**

1. This exam paper comprises of two sections, and you will receive the exam paper and the answer sheet in electronic form. Take note that the printed version of the paper differs from the electronic version as it may contain elements for typing and information snippets applicable to the question paper.

2. Answer ALL the questions, using the electronic documents provided to you and the appropriate software.

3. Note that you will not be allowed to leave the examination venue before the end of the examination period.

4. Save your work at regular intervals.

5. Read through each question before answering or solving the problem. Do not do more than is required by the question.

6. Note that printing is required, except where no printing is instructed.

7. During the examination you may make use of the help facilities of the programs which you are using. You may not use any other resource material.

8. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.

9. Formulas and/or functions must be used for all calculations in questions involving spreadsheets unless specified otherwise – in other words do not manually calculate and type in the answers!

10. Read ALL the questions carefully.

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: Choose an item.

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

Answer: Choose an item.

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

Answer: Choose an item.

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: Choose an item.

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: Choose an item.

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

Answer: Choose an item.

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

(1)

Answer: Choose an item.

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

Answer: Choose an item.

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: Choose an item.

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: Choose an item.

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

Answer: Choose an item.

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

Answer: Choose an item.

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

Answer: Choose an item.

**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: Choose an item.

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: Choose an item.

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

A. Decomposition

B. Processing

C. Abstraction

D. Algorithms

Answer: Choose an item.

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: Choose an item.

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: Choose an item.

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

A. Spear phishing

B. Bing

C. Facebook

D. Twitter

Answer: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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

A. \* (asterisk)

B. & (ampersand)

C. $ (dollar sign)

D. = (equal sign)

Answer: Choose an item.

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

A. .xlsx

B. .docx

C. .jpg

D. .pptx

Answer: Choose an item.

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: Choose an item.

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

1.

2.

3.

4.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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

A. Decomposition

B. Abstraction

C. Algorithm design

D. Pattern recognition

Answer: Choose an item.

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: Choose an item.

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

A. Decomposition

B. Abstraction

C. Algorithm design

D. Processing

Answer: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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: Choose an item.

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

A. Decomposition

B. Abstraction

C. Coding

D. Algorithms

Answer: Choose an item.

**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.

Example:

**Answers**

4.20 e-learning V.

4.21 digital citizenship W.

|  |  |
| --- | --- |
| **Column A** | **Column B** |
| 4.1 Ergonomics | 1. The method by which HTML files are transferred over the Web. |
| 4.2 HTML | 1. Aims to make global financial transactions and payments easier for consumers, for example MasterPass. |
| 4.3 GHz | 1. Used to plug a cable into the computer connection point. |
| 4.4 Port | 1. Underlined word or sentence (underlined in blue by default) or image on the WWW that is connected by hypertext coding to a different location. |
| 4.5 Connector | 1. Used to indicate the speed of the CPU. |
| 4.6 NFC | 1. A socket used to connect the computer to a peripheral device. |
| 4.7 Wearable device | 1. Tosetup the workstation in such a way that the user can optimise work and minimise physical stress. |
| 4.8 LTE | 1. A touch technology method for connecting peripherals; used for tap cards, passports and parking passes, where the distance between the two devices is very short. |
| 4.9 Digital wallets | 1. The standard markup language for documents designed to be displayed in a web browser. |
| 4.10 HTTP | 1. Smart technology devices worn on clothing or on the body as accessories or implants |
| 4.11 Hyperlink | 1. A 4G wireless broadband technology for wireless communication for mobile phones to make data speeds even faster; makes it reasonable to stream video to your phone. |

**Answer:**

|  |  |
| --- | --- |
| 4.1 Ergonomics |  |
| 4.2 HTML |  |
| 4.3 GHz |  |
| 4.4 Port |  |
| 4.5 Connector |  |
| 4.6 NFC |  |
| 4.7 Wearable device |  |
| 4.8 LTE |  |
| 4.9 Digital wallets |  |
| 4.10 HTTP |  |
| 4.11 Hyperlink |  |

**Example:**

**Answers**

4.20 V.

4.21 W.

|  |  |
| --- | --- |
| **Column A** | **Column B** |
| 4.12 Identify: | 1. Meeting, Cisco Webex |
| 4.13 Identify: | 1. Antivirus software |
| 4.14 Identify: | 1. Artificial intelligence |
| 4.15 What are they doing? | 1. QR Code |
| 4.16 Identify: what does this refer to? | 1. Network drive |
| 4.17 What is this? | 1. Search engine |
| 4.18 Identify: | 1. SSD drive |
| 4.19 Identify: | 1. Bus network |

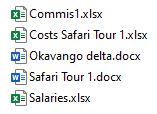
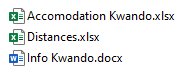
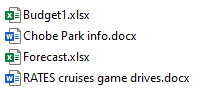
**Answer:**

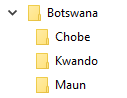
|  |  |
| --- | --- |
| 4.12 |  |
| 4.13 |  |
| 4.14 |  |
| 4.15 |  |
| 4.16 |  |
| 4.17 |  |
| 4.18 |  |
| 4.19 |  |

**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:

Step 2:

Step 3:

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

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

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

**TOTAL SECTION A**

**Section A: Theory Questions 80**

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

**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.

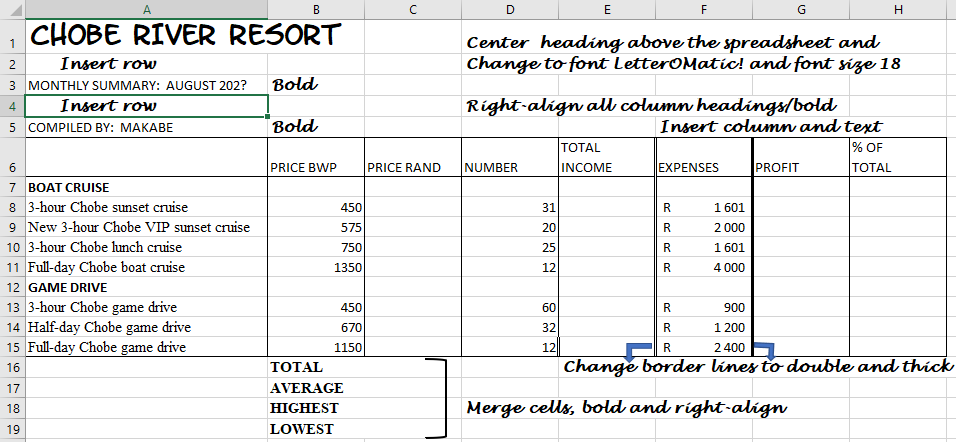
5. Display PRICE PER CRUISE/GAME DRIVE and EXPENSES PER DAY as currency with zero decimals.

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)

.



**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.

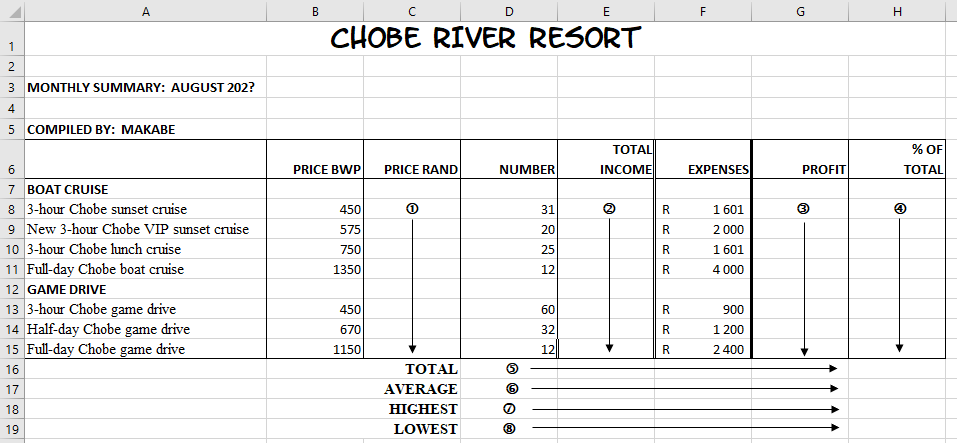
6. Display PRICE RAND, TOTAL INCOME and PROFIT as currency with NO decimals; round the numbers to display with no decimals.

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:

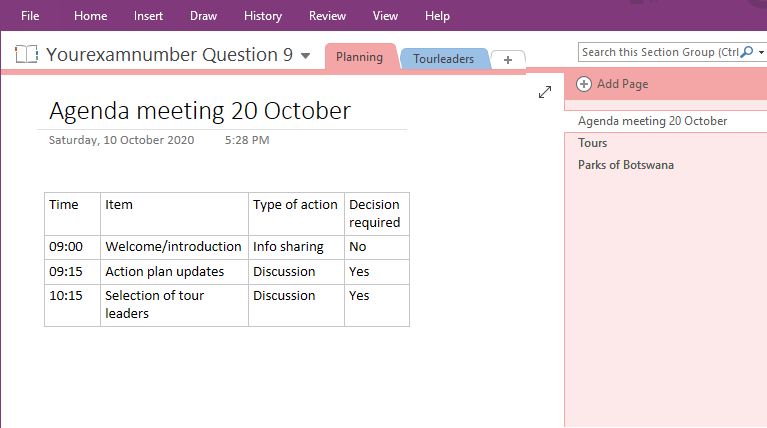
Agenda meeting 20 October

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.

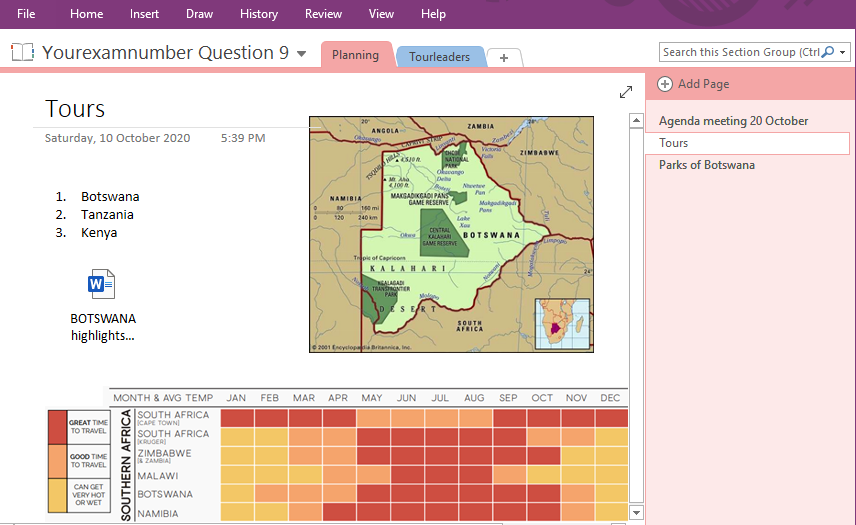
4. On the Tours page add the important information and notes as follows:

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.

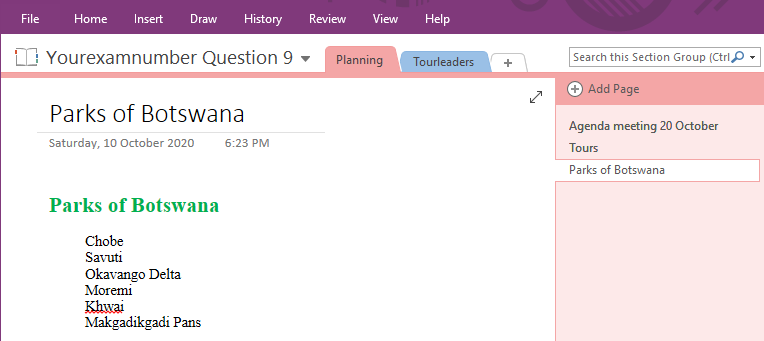
4.3 Close the Word file.

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



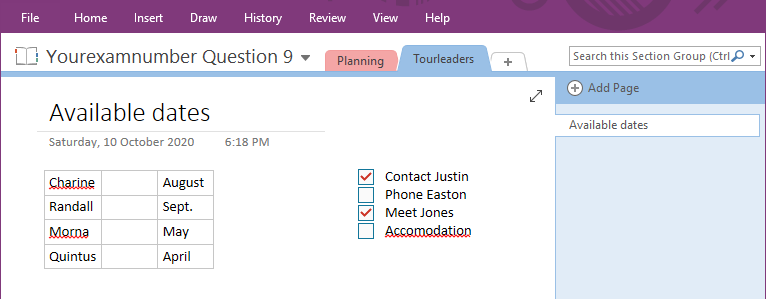
5. On the Parks of Botswana page add a list of the Parks of Botswana as shown. The heading should be in green and bold.

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.

**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** |

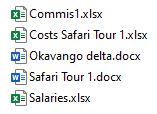
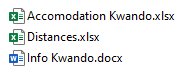
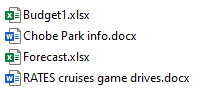
**Answer:**

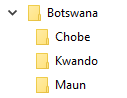
|  |  |
| --- | --- |
| 4.12 | **R** |
| 4.13 | **P** |
| 4.14 | **S** |
| 4.15 | **L** |
| 4.16 | **N** |
| 4.17 | **O** |
| 4.18 | **M** |
| 4.19 | **Q** |

**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.

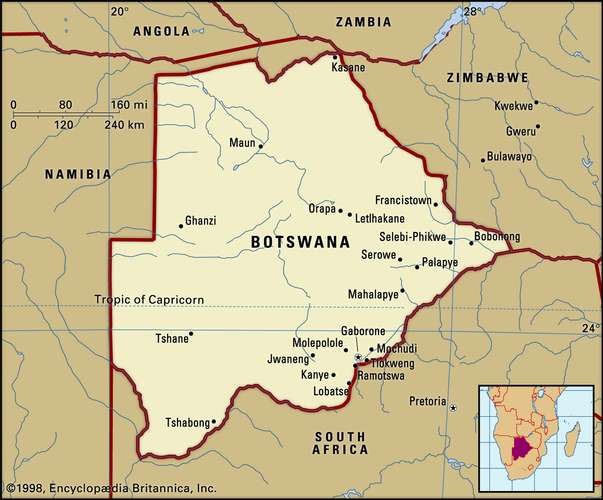
**Cattle**

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.

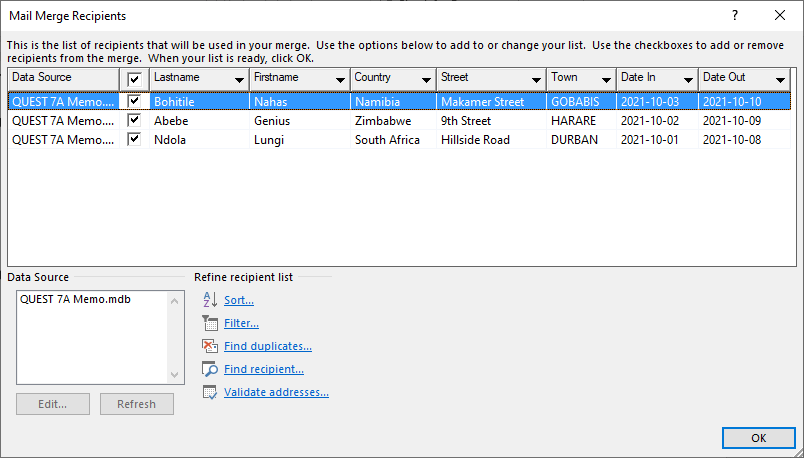
Landscape ✓

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.

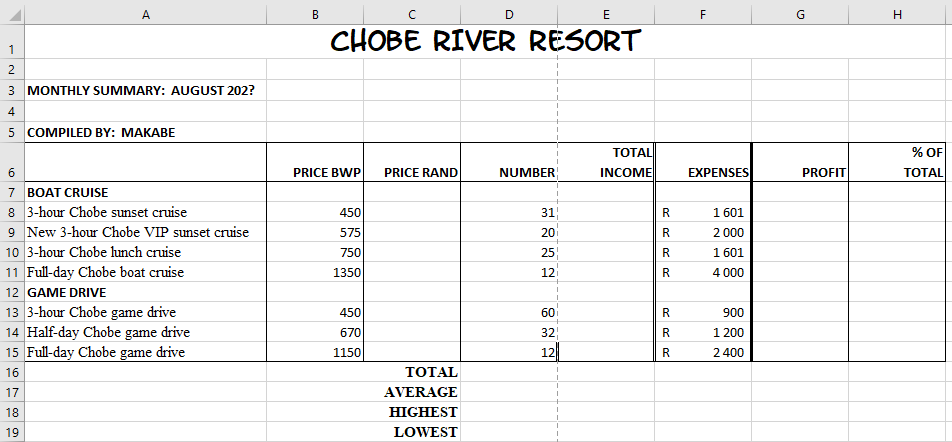
We look forward to your stay at our CHOBE RIVER RESORT.

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 ✓

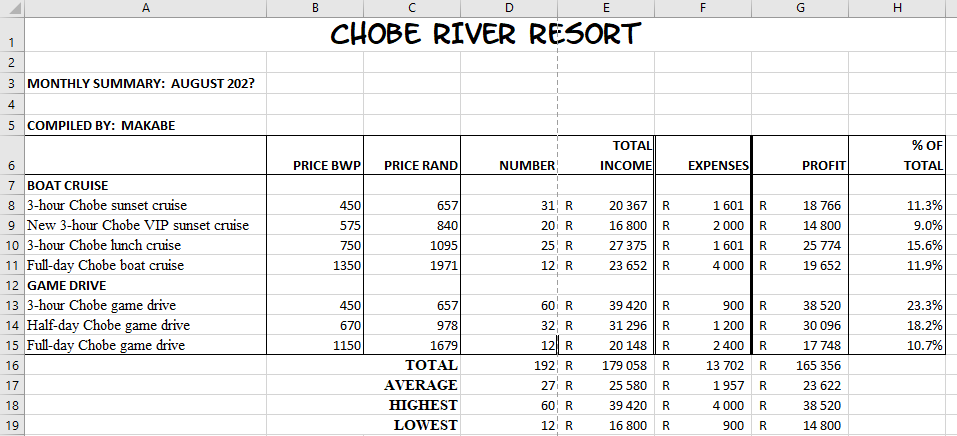
Column widths B to H width 13.20 ✓

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. ✓

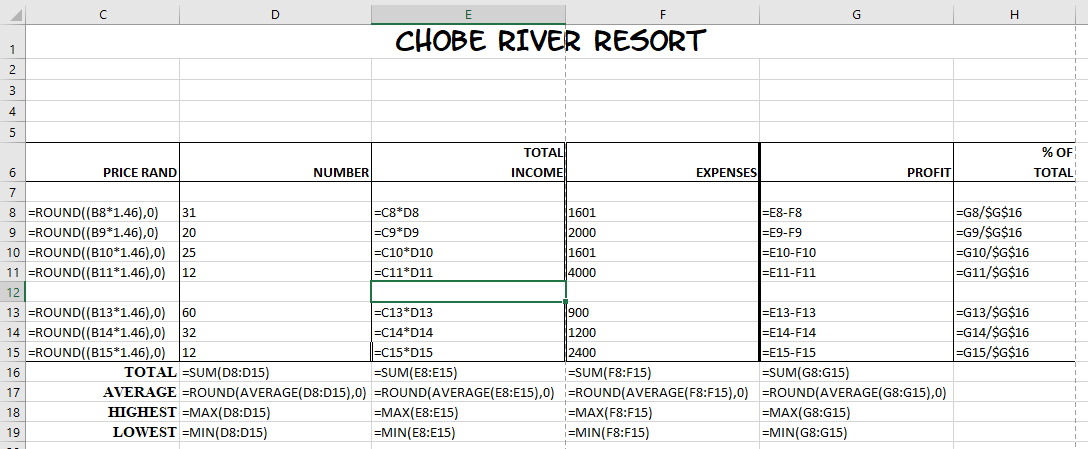
4. Hide columns A and B on the **Formulas** sheet. ✓

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. ✓

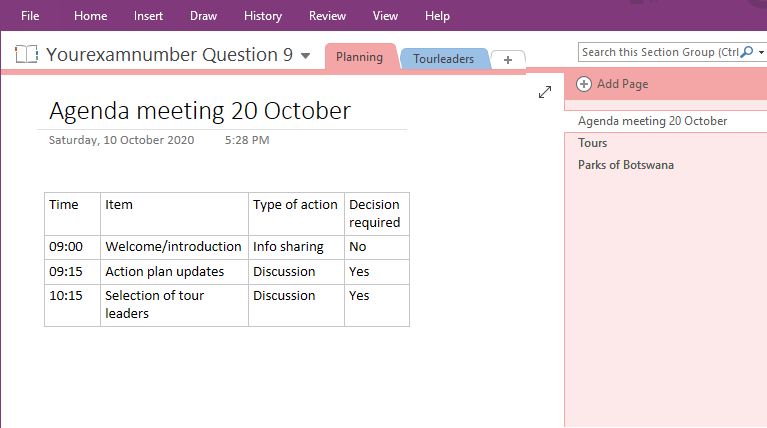
5. Explode the segment for the highest profit; add data labels *Outside end*. ✓✓

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.

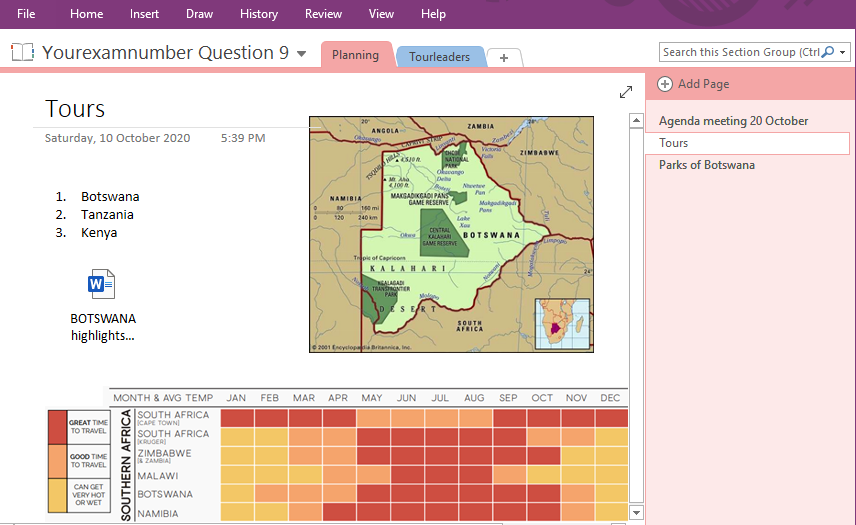
**QUESTION 9: Notebooks [15]**



Sections ✓

Pages ✓✓✓

Table ✓✓

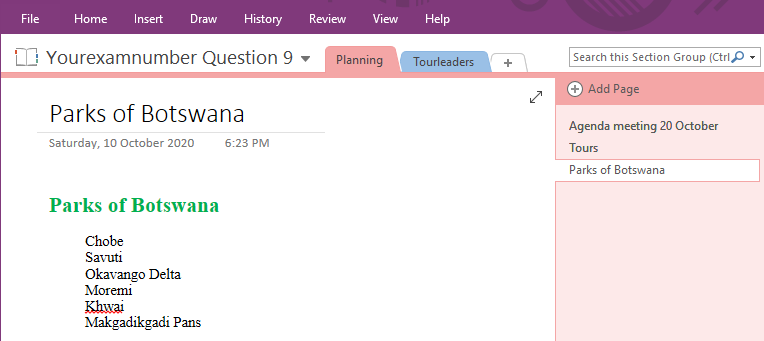


Numbered list ✓

Map ✓

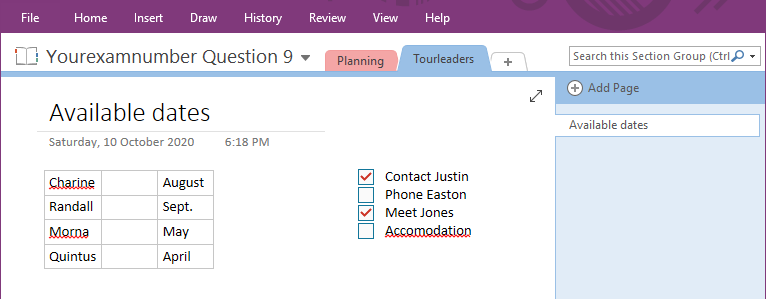
Weather picture ✓

File attached ✓



Heading in green and bold ✓

List and indent ✓



Notes in table ✓

To Do Tags ✓✓