

LIFE ORIENTATION (ICT COMPONENT)

NQF LEVEL 2

INTERNAL SUMMATIVE ASSESSMENT

Duration: 2 hours

Total: 100 marks

INSTRUCTIONS AND INFORMATION

1. Read ALL the questions carefully.
2. This question paper consists of 5 questions. Answer ALL the questions. Use appropriate application programs and make printouts for your Portfolio of Evidence.
3. The time indicated at the beginning of each section is only a guideline to help you finish the question paper in time.
4. The time allocated for this question paper includes printing time.
5. It is your responsibility to save your work at regular intervals to prevent loss of keyed-in data during a power failure. NO additional time is allowed to complete lost work.
6. In the event of a computer or printer defect, the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.
7. Spell check may be used.
8. Number your printouts according to the numbering system used in this question paper.
9. Ensure that every printout displays the question number and your examination number as instructed. Examination numbers in writing are NOT accepted. Marks will NOT be awarded for any printouts without an examination number.
10. Arrange the printouts in the same order as the questions in the question paper. ONE printout per question may be handed in. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.
11. You are NOT allowed to take any learning materials (notes, textbooks or handouts) into the examination venue.

Please turn over

SECTION A: WORD PROCESSING (Approximately 50 minutes)

BACKGROUND

You are part of a group of NCV Level 2 students who participate in a community volunteer project. The Life Orientation lecturer assigned you to submit a report on the volunteer project, draw up a spreadsheet indicating the financial implications of the project and present a slide show to the rest of the class.

QUESTION 1

Submit a report on what your group's volunteer project is all about.

1. Use MS-Word to key in the document EXACTLY as it appears below.
2. Set the font type to Courier New size 12.
3. Insert your examination number (left) and Question 1 (right) as a header.
4. Proofread and save the document as **REPORT** according to your College Examination Regulations.
5. Print the document and place the printout in your examination folder. Close the file.

[20]

Grow for life

Food shortage is an issue in South Afrikan rural and urban townships, preventing basic food to those who need it most. The extremely high incidence of HIV/AIDS increases the desperate need for good nutrition as a requirement for survival and the opportunity to have a quality of life that is as "normal" as possible.

Our project, GROW FOR LIFE, helps the community to grow a vegetable garden. This program goes beyond just feeding the community with fresh vegetables, it also delivers lifelong skills.

Participants learn about:

- Organic food growing;
- Tending the gardens effectively;
- Composting of vegetable waste back into the garden;
- Harvesting, processing and storage;
- Food production for daily needs (recipes) and for sale;
- Fun food production and re-sale; and
- Recycling and composting

Please turn over

QUESTION 2

Your Life Orientation lecturer requested you to make the following changes to the document. Edit the document as indicated in the text below and according to the instructions.

1. Open the file saved as **REPORT**.
2. Change Question 1 in the header to Question 2.
3. Save the document as **REPORT2** according to your College Examination Regulations.
4. Change the font of all the text to Calibri (Body) size 11.
5. Change the main heading to font size 14pt, uppercase, bold, underline and centre.
6. Insert an open line below the main heading.
7. Divide the first paragraph as indicated by the manuscript sign.
8. Change the alignment of the first three paragraphs to full / justified (even left- and right margins).
9. Change the sub-heading 'Participants learn about:' to italic and underline.
10. Insert an open line below the sub-heading as indicated in the text below.
11. Replace the bullets by numbers as indicated below.
Take note: Set a tab stop on 1 cm and indent the text correctly.
12. Spell-check the document and correct all spelling errors.
13. Save the document as **REPORT2** according to your College Examination Regulations. Print the document and place the printout in your examination folder. Close the file and exit the program.

[20]

Please turn over

QUESTION 2 (continued)

Change font type

Change header

GROW FOR LIFE

14pt, uppercase, bold, underline, centre



Insert an open line

Food shortage is an issue in South African rural and urban townships, preventing basic food to those who need it most.

NP [

The extremely high incidence of HIV/AIDS increases the desperate need for good nutrition as a requirement for survival and the opportunity to have a quality of life that is as “normal” as possible.

Our project, GROW FOR LIFE, helps the community to grow a vegetable garden. This program goes beyond just feeding the community with fresh vegetables, it also delivers lifelong skills.

Participants learn about:

Italic, underline

3 paragraphs: Alignment justified (full)



Insert an open line

1. Organic food growing;
2. Tending the gardens effectively;
3. Composting of vegetable waste back into the garden;
4. Harvesting, processing and storage;
5. Food production for daily needs (recipes) and for sale;
6. Fun food production and re-sale; and
7. Recycling and composting

*Replace bullets by
numbers and indent
text correctly*

Spell-check the text

TOTAL SECTION A: [40]

Please turn over

SECTION B: SPREADSHEET (Approximately 50 minutes)

BACKGROUND

The group did research at the local Agrimark. The prizes include VAT. A second-hand wheelbarrow is donated by one of your parents. Another person donated R500.

You start the garden with 2 packets each of the following seed: tomatoes, carrots, green beans and onions. The first month or two you got no income from the selling of the vegetables.

QUESTION 3

You are assigned to draw up the spreadsheet indicating the financial implications of this community project.

1. Create the following spreadsheet exactly as given by using MS-Excel.
2. Insert Question 3 (left) and your examination number (centre) in the footer.
3. Use the font type Arial size 10.
4. Adjust the column widths to fit the content where necessary.
5. Do not key in the row and column headings (borders). It was only inserted to indicate the correct cells that must be used. You will be penalised for using the incorrect cell addresses.
6. Proofread the spreadsheet and save as **COSTS** according to your College Examination Regulations.
7. Print the spreadsheet on one A4 Portrait page without row and column headings (borders) and place the printout in your examination folder. Close the file.

[15]

Please turn over

QUESTION 3 (continued)

	A	B	C	D
1	GROW FOR LIFE			
2				
3	INKOME			
4	Donations			500
5	Vegetables sold			0
6	TOTAL INCOME			
7				
8				
9	ECPENSES			
10	Item	Quantity	Price per unit	Total
11				Price
12				
13	Spade	1	124.15	
14	Garden fork	1	176.25	
15	Garden rake	1	14.35	
16	Watering can	1	49.45	
17	Wheelbarrow	1	0	
18	Seed (packets)	8	14.55	
19	Fertilizer (kg)	2	18.65	
20	Slug pellets (kg)	1	27.75	
21				
22	TOTAL EXPENSES			
23				
24	PROFIT/LOSS			

Please turn over

QUESTION 4

The Life Orientation lecturer asked you to make some changes to the spreadsheet you created. Follow the instructions below and as indicated on the spreadsheet to complete the assignment.

1. Open the spreadsheet **COSTS**.
2. Change Question 3 in the footer to Question 4.
3. Change the main heading to font size 14pt, bold, underline and merge and centre it over columns A to D.
4. Change the sub-headings (INCOME and EXPENSES) as well as the other text to bold as indicated below.
5. Change the column headings in rows 11 and 12 to bold, italic and centre.
6. Insert open rows as indicated below.
7. Change the amount of Donations to R600.
8. Delete the entire row with the information for Wheelbarrow.
9. Change the width of column A to 20.
10. Insert horizontal lines as indicated below.
11. Make use of the following information to complete the answers in column D:
TOTAL INCOME = the sum of Donations and Vegetables sold.
Total price of the items = Quantity multiply by the Price per unit.
TOTAL EXPENSES = the sum of the Total prices of all items, from the spade to the slug pellets.
PROFIT/LOSS = TOTAL INCOME minus TOTAL EXPENSES.
12. Display the monetary values as currency (Rand sign) with 2 decimals.
13. Adjust the column widths to fit the content where necessary.
14. Use the spell-check function to correct all errors.
15. Save the spreadsheet as **COSTS2** according to your College Examination Regulations.
16. Print the spreadsheet on one A4 paper and place the printout in your examination folder. Close the file and exit the program.

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Please turn over

QUESTION 4 (continued)

	A	B	C	D	E	F
1	<u>GROW FOR LIFE</u>					14pt, bold, underline, merge¢er
2						
3	INCOME					Bold
4						Insert row
5	Donations			R 600.00		Change amount
6	Vegetables sold			R 0.00		
7						Insert row
8	TOTAL INCOME			?		Bold
9						
10	EXPENSES					Bold
11	Item	Quantity	Price per unit	Total Price		Bold, Italic, centre
12						
13						
14	Spade	1	R 124.15	?		
15	Garden fork	1	R 176.25	?		
16	Garden rake	1	R 14.35	?		
17	Watering can	1	R 49.45	?		
18	Wheelbarrow	1	R 0.00	?		Delete row
19	Seed (packets)	8	R 14.55	?		
20	Fertilizer (kg)	2	R 18.65	?		
21	Slug pellets (kg)	1	R 27.75	?		
22						
23	TOTAL EXPENSES			?		Bold
24						
25	PROFIT/LOSS			?		Bold
26						Change width of column A to 20
27						Complete formulae
28						Format: Currency
29						Adjust column widths
30						Spell-check and correct errors
31						Draw lines

TOTAL SECTION B: [40]

Please turn over

SECTION C: POWERPOINT (Approximately 20 minutes)

BACKGROUND

The Life Orientation lecturer asked you to share information about your community project with the rest of the class. Use the following information to create a slide show presentation.

QUESTION 5

1. Use MS-PowerPoint and any design template of your choice to create the slides as given below.
 2. Create a footer with your examination number and Question 5 and apply it to all the slides.
 3. Spell-check the slides.
 4. Save the presentation as **GARDEN** according to your College Examination Regulations.
 5. Print the slides as hand-outs with all three slides on one page and place the printout in your examination folder. Close the file.
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SLIDE 1: TITLE AND CONTENT

<p style="text-align: center;">GROW FOR LIFE Community garden project <i>By Type your name and surname here</i></p>	<p><i>All text: Font - Comic Sans MS</i> <i>Main title: 40 pt, bold</i> <i>Sub-heading: 32 pt, bold</i> <i>3rd line: 24 pt, Italic</i></p>
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SLIDE 2: TWO CONTENT

<p>PURPOSE OF THE PROJECT</p> <table><tr><td>• Community garden</td><td>• Grow vegetables</td></tr><tr><td>• Produce food</td><td>• Skills development</td></tr></table>	• Community garden	• Grow vegetables	• Produce food	• Skills development	<p><i>All text: Font - Comic Sans MS</i> <i>Slide title: 32 pt, bold</i> <i>Content: 24 pt, first level bullets</i> <i>Left align in 2 columns</i></p>
• Community garden	• Grow vegetables				
• Produce food	• Skills development				

Please turn over

QUESTION 5 (continued)

SLIDE 3: TITLE AND CONTENT

BENEFITS OF THE PROJECT

- Feed the hungry;
- Develop skills;
- Empower participants;
- Food production for sale.

Plan big, but start small!

All text: Font - Comic Sans MS

Slide title: 32 pt, bold

Content: 24 pt, first level bullets

Text left align

Last line: 24 pt, bold, italic, centre – no bullet.

SLIDE 4: TITLE AND CONTENT

BUDGET

- Income
 - Donations: R 600
- Expenses
 - Garden tools, seed, fertilizer and snail pellets: R 545.65
- Profit: R 54.35

All text: Font - Comic Sans MS

Slide title: 32 pt, bold

Content: 24 pt, first and second level bullets

Text left align.

SLIDE 5: TITLE AND CONTENT

FROM PLANTING TO HARVESTING

- Onions: 110 - 125 days
- Tomatoes: 100 days
- Carrots: 78 days
- Green beans: 65 days

All text: Font - Comic Sans MS

Slide title: 32 pt, bold

Content: 24 pt, first level bullets

Text left align.

[20]

TOTAL SECTION C: [20]

GRAND TOTAL: [100]