

**N700(E)(N25)
NOVEMBER EXAMINATION**

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

**25 November 2015 (X-Paper)
09:00–12:00**

**CANDIDATES HAVE 30 MINUTES TO READ THE INSTRUCTIONS BEFORE
THE EXAMINATION STARTS.**

This question paper consists of 20 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INTRODUCTORY COMPUTER PRACTICE N4
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTION PAPER. INVIGILATORS WILL EXPLAIN IF NECESSARY.

1. The question paper comprises TWO sections:

SECTION A: Text manipulation (100 marks)

SECTION B: Spreadsheets (100 marks)

SECTION A is done on the computer with the aid of a word processing program. One of the questions of this section is provided on the hard drive. Candidates must retrieve this document from their hard drive and then follow the instructions on the question paper. The printouts must be correctly numbered and both the EXAMINATION NUMBER and the QUESTION NUMBER must be printed as per instruction on each printout. EXAMINATION NUMBERS written in by hand are not acceptable. If written for one or other reason the invigilator must check the student's printout with his/her typing on the computer, if the invigilator agrees that it is the student's work, the invigilator must sign next to the written EXAMINATION NUMBER. No EXAMINATION PAPER with a hand written EXAMINATION NUMBER without the invigilators signature and explanation will be marked. The printouts must be placed in the EXAMINATION FOLDER in the correct sequence. They may not be stapled together. Only ONE printout per question is allowed. If candidates hand in more than one printout, only the top printout will be marked.

Approximately 1 hour 15 minutes should be spent on this section.

SECTION B is done on the computer with the aid of a spreadsheet program. These questions must be typed in from the question paper. The printouts must be correctly numbered and both the EXAMINATION NUMBER and the question number must be printed as per instruction on each printout. EXAMINATION NUMBERS written by hand are not acceptable. If written for one or other reason the invigilator must check the student's printout with his/her typing on the computer, if the invigilator agrees that it is the student's work, the invigilator must sign next to the written examination number. No EXAMINATION PAPER with a hand written EXAMINATION NUMBER without the invigilators signature and explanation will be marked. The printouts must be placed in the EXAMINATION FOLDER in the correct sequence. They may not be stapled together. Only ONE printout per question is allowed. If candidates hand in more than one printout, only the top printout will be marked.

Approximately 1 hour 15 minutes should be spent on this section.

2. The time allocated for the question paper is 3 hours. An additional 30 minutes may be allowed to a candidate for the printing of answers or whom have experienced printing problems. Candidates may also print their answers during the 3 hours allowed for the answering of SECTIONS A and B.

During the additional printing time, candidates may only effect print commands. **No further keying in or editing may be done.** (It is recommended that additional invigilators, who are knowledgeable about computers, invigilate during the printing time.

In the event of a power failure or a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidate to continue and the actual time lost must be added.

3. If there is a problem with certain printers, e.g. does not print è, send a report with the ANSWER SHEETS of the centre.
4. A candidate may have in his/her possession a typing ruler, a dictionary and a list of ASCII codes. Spell check may be used.
5. Each answer **must** be printed on a **SEPARATE SHEET OF PAPER** and on **ONE SIDE** of the paper only. Printouts must be placed in the EXAMINATION FOLDER immediately.
6. At the conclusion of the examination session ALL printouts which a candidate wishes to be marked, must be placed in the EXAMINATION FOLDER and ALL other printouts, together with the EXAMINATION FOLDER, MUST be handed to the invigilator. NO printouts whatsoever may be removed from the examination room or put into wastepaper bins. Printouts not submitted for marking must be collected at the end of each session and must be destroyed at the end of the day. **ONLY ONE PRINTOUT PER QUESTION OR SUBSECTION OF A QUESTION MAY BE HANDED IN.**
7. Printouts to be marked must be arranged in the same order as that of the questions in the EXAMINATION PAPER.
8. In SECTION B of the question paper only Courier New 12 pt may be used. In SECTION C of the question paper Courier New 12 pt, Calibri 11 pt or Arial 10 pt may be used. In SECTION B margins of 1"/2.54 cm should be used, unless otherwise instructed.
9. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. **NO QUESTIONS WITHOUT EXAMINATION NUMBERS WILL BE MARKED.**
10. All work on the computer should be saved at regular intervals to prevent loss of work in the event of a power failure. NO additional time is allowed for such lost work. It is the candidates' responsibility to protect their answers from obliteration.

11. In order to print the original as well as the edited version of the answers candidates are reminded to save the work after each separate section before it is printed.
12. At the end of the examination session each candidate must hand in the printouts of the answers as well as the diskette with the saved answers (properly marked with the candidate's EXAMINATION NUMBER). If the candidate's work is saved on the hard disk/network, the invigilator(s) must copy the answers to a compact disk/memory stick and the answers must immediately be deleted from the hard disk/network. (These diskettes must be handed to the examination section for safekeeping for at least SIX months in case enquiries should be made by the examiner/moderator and subject specialists of education.)
13. Please note that NO question paper may be taken out of the examination room until at least ONE hour after the commencement of the last session. All papers must consequently be handed in. These may be returned to candidates on completion of the examination.
14. In the event of a question paper being written in more than one session invigilators must ensure that ALL ANSWERS OF CANDIDATES ARE REMOVED FROM THE HARD DISKS OR THE NETWORK BEFORE CANDIDATES FOR THE NEXT SESSION ARE ALLOWED INTO THE ROOM.
15. NO candidate may print his/her work for another candidate, make his/her diskette available to another candidate or access other candidates' work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner, is a contravention of the examination rules and regulations and will be viewed in a serious light.

**DO NOT TURN THE PAGE BEFORE THE
INVIGILATOR INSTRUCTS YOU TO DO SO**

SECTION A: WORD PROCESSING

ANSWER ALL QUESTIONS

NOTE: FOR SECTION A IT IS RECOMMENDED THAT YOU USE COURIER NEW 12 PITCH WITH LEFT AND RIGHT MARGINS OF 2.54 cm/1"/10° EXCEPT WHERE OTHERWISE INDICATED.

USE A WORD PROCESSING PROGRAM TO ANSWER THE FOLLOWING QUESTIONS PRACTICALLY ON THE COMPUTER. APPROXIMATELY 1 HOUR 30 MINUTES SHOULD BE SPENT ON THIS SECTION.

QUESTION 1A (Font size Arial 12)

QUESTION 1A HAS ALREADY BEEN KEYED IN BY THE LECTURER ON YOUR DISKETTE/HARD DRIVE.

QUESTION 1B

MARKS:

30

1. Retrieve the document **Q1A** from your data diskette/hard drive.
2. Change the question Number to **Q1B** and insert your Examination Number on the left-hand side of the header.
3. Edit the document **Q1B** according to the manuscript signs as indicated in the text.
4. Save the document as **Q1B**.
5. Print the document **Q1B** and place it inside your examination folder.



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Comets may have formed about the same time as the giant planets of our solar system (~~Jupiter, Saturn, Uranus, and Neptune~~) - about 4.6 billion years ago. Some scientists think that comets and planets were both made from the same clumps of dust and ice that spewed from our Sun's birth; others think that these roving time capsules are even older than that, and that they may contain grains of interstellar stuff that is even older than our solar system †

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The Rosetta spacecraft is named after the ancient Rosetta Stone that you can visit today in London's British Museum. Rosetta is a spacecraft on a ten-year mission to catch the comet "67P and answer some of our questions about comets. Rosetta will be the first spacecraft to soft-land a robot on a comet! It will also be the first spacecraft to accompany a

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comet as it enters our inner solar system, observing at close range how the comet changes as the Sun's heat transforms it into the luminous apparition that has frightened and inspired people for centuries. †

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Comets have inspired awe and wonder since the dawn of history. Many scientists today believe that comets crashed into Earth in its formative period spewing organic molecules that were crucial to the growth of life.

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[30]

MARKS:**15**

1. Key in the following text as indicated below.
2. Insert the following header: QUESTION 2A in capital letters left-aligned and EXAMINATION NUMBER right-aligned.
3. Use a left- hand margin of 1.5"/3.81cm//15°.
4. Save the document as **Q2A**.
5. Print the document and place it inside your examination folder.

The Rosetta mission is charged with helping scientists learn more about comets, mysterious, icy wanderers that are left over from the dawn of the solar system billions of years ago. Some research also suggests that comets could be responsible for bringing water to Earth early in the planet's history. †

Scientists hope that the Rosetta spacecraft will enable us to translate the even older language of comets, into new knowledge about the origins of our solar system and, perhaps, life on Earth. †

'Comet impacts are thought to have been one of the principal means by which water was delivered to the early Earth, around 3.6 billion years ago, possibly contributing half the water in our oceans.'

(15)

QUESTION 2B**MARKS:****30**

1. Retrieve the document **Q2A**.
2. Change QUESTION 2A in the header to QUESTION 2B.
3. Edit the document as indicated in the text and according to the instructions below.
4. Change the left- and right-hand margins of the document to 2.5 cm/1"/10°.
5. Insert a page break as indicated. Add page numbers at the bottom, centre of each page.
6. Save the document as **Q2B**.
7. Print the document and place the printout inside your examination folder.

THE ROSETTA MISSION

Broadway 16, uc, cent, bold

¶

The Rosetta mission is charged with helping scientists learn more about comets, ~~mysterious~~, icy wanderers that are left over from the dawn of the solar system billions of years ago. Some research also suggests that comets could be responsible for bringing water to Earth early in the planet's history.

del

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Scientists hope that the Rosetta spacecraft will enable us to translate the even older language of comets, into new knowledge about the origins of our solar system and, perhaps, life on Earth.

d/s

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"Comet impacts are thought to have been one of the principal means by which water was delivered to the early Earth, around 3.6 billion years ago, possibly contributing half the water in our oceans."

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===== PAGE BREAK =====

This daring international mission is spearheaded by the European Space Agency (ESA), with key support and instruments from NASA.

NASA contributed three of the orbiter's ^{equipment} instruments

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([ALICE](#) [2], [MIRO](#) [3], and [IES](#) [4]). ¶

und

NASA is also providing science investigators for selected non-U.S. instruments. In all, NASA is involved to a greater or lesser degree in Alice, MIRO, IES, OSIRIS, Radio Science, ROSINA, and VIRTIS experiments.

1.5 l/s

QUESTION 3

Marks:

25

1. Key in the following text as indicated below.

2. Insert the following header: QUESTION 3 in capital letters left-aligned and EXAMINATION NUMBER right-aligned.
3. Edit the document as indicated in the text and according to the instructions below.
4. Insert the sun symbols at the positions as indicated in the text, using Windings as font and character 82 for your search argument.
5. Save the document as **Q3**.
6. Print the document **Q3** and place it inside your examination folder.
7. Print ONLY the edited document and place the printout in your EXAMINATION FOLDER.

THE PHILAE LANDER



spaced caps, bold, und, centr,
Copperplate Gothic bold

The Philae lander is named after the Philae Obelisk which, together with the Rosa Stone, provided the key to our first understanding of Egyptian hieroglyphs, or "picture words."

sp

It has been a long road to the surface of the comet for Philae. The Rosa mission launched toward Comet^{67P} in 2004 and travelled about 4 billion miles through the solar system before reaching the comet in August 2014.

Its probes should be able to observe some changes to the comet as it flies closer to the sun. Rosa is expected to remain with Comet^{67P} through to December 2015, after it makes its closest flyby to the sun ☼ in August 2015.

bold / uc

ital

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While Philae's landing marks the first time humans have soft-landed a probe on a comet, this is not the first time a spacecraft has visited one of these icy cosmic wanderers.

superscript
67P

justify

The lander deployed a harpoon into the comet just after touchdown in order to keep itself in place in the comet's low gravity. Philae's 10 instruments will monitor Comet^{67P} from the surface as Rosa orbits the comet, investigating it from above.

superscript

ins symbol

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superscript

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Scientists hope that Philae will continue to collect data about the comet until at least March 2015.

[25]

TOTAL SECTION A: 100

SECTION B: SPREADSHEET

USE A SPREADSHEET PROGRAM TO ANSWER THE FOLLOWING QUESTIONS PRACTICALLY ON THE COMPUTER. APPROXIMATELY 1 HOUR 30 MINUTES SHOULD BE SPENT ON THIS SECTION.

NOTE: IT IS RECOMMENDED TO USE COURIER NEW 12/ARIAL 12.

QUESTION 4

QUESTION 4A

MARKS:

10

1. Create the following spreadsheet.
2. Insert the following header: EXAMINATION NUMBER against the left-hand margin and QUESTION 4A right-aligned in capital letters.
3. Adjust the column widths to fit the spreadsheet on ONE page. Do NOT make use of the Fit-to-one-page option.
4. Save the spreadsheet as Q4A.
5. Print the spreadsheet WITH row and column headings in portrait orientation, but without borders.
6. Place it in your EXAMINATION FOLDER.

	Balance Sheet as at 30 November 2015	
	+	
	Non-current assets	
	Property, plant & equipment	
	+	
	Other financial assets	
	Fixed Deposit: OSBO Bank	
	+	
	Current assets	
	Stock	
	Debtors	
	Cash	
	TOTAL ASSETS	

QUESTION 4B

MARKS:

34

1. Retrieve the spreadsheet **Q4A**.
2. Change **Q4A** to **Q4B** in the header.
3. Make all the changes as indicated on the spreadsheet and according to the instructions below.
4. Insert rows and text according to the manuscript signs as indicated.
5. Insert formulae where the letters of the alphabet appear to do the following calculations:

A = STOCK plus DEBTORS plus CASH.

B = Sum of all ASSETS.

C = LOAN plus CREDITORS.

D = TOTAL ASSETS minus LIABILITIES.

6. Adjust the column widths to fit the spreadsheet on ONE page. Do NOT make use of the Fit-to-one-page option.
 7. Insert horizontal lines as indicated with the method you are familiar with.
 8. Print the spreadsheet without row and column headings in landscape orientation and place the printout in your EXAMINATION FOLDER.
 9. Save the spreadsheet as **Q4B**.
-

	Zokubhala Traders	→	uC/bold/centre/italics	
uC/bold	Balance Sheet as at 30 November 2015		centre	
	Non-current assets	bold	Note	
	Property, plant & equipment		1	1000000
	Other financial assets	bold		
	Fixed Deposit: OSBO Bank			90000
	Current assets	bold	2	A
	Stock			225000
	Debtors			44000
	Cash			5000
	TOTAL ASSETS	uC/bold		<u>B</u>
	Liabilities	bold	3	C
	Non-current liabilities			
	Loan: OSBO Bank			12000
	Current liabilities	bold		
	Creditors			31000
	TOTAL ASSETS & LIABILITIES	uC/bold		<u>D</u>

QUESTION 4C

MARKS:

5

1. Retrieve the spreadsheet **Q4B**.
 2. Change Q4B in the header to Q4C.
 3. Display the formulae. Adjust the column width to display the whole formulae. Do NOT use the Fit-to-one-Page option. You will be penalised if the printout is not legible.
 4. Save the spreadsheet as Q4C.
 5. Print the spreadsheet and place the printout in your EXAMINATION COVER.
-

(5)
[49]

QUESTION 5A

MARKS:

15

1. Create the following spreadsheet.
2. Insert the following header. EXAMINATION NUMBER against the left-hand margin and QUESTION 5A right-aligned in capital letters.
3. Adjust the column widths to fit the spreadsheet on ONE page. Do NOT make use of the 'Fit to one Page option'.
4. Save the spreadsheet as **Q5A**.
5. Print the spreadsheet **Q5A** without borders. Print the spreadsheet in portrait orientation and place the printout in your EXAMINATION COVER.

	11-Jan	Paper	100	5
	15-Feb	Pens	80	2
	27-Feb	Folders	120	15
	10-Mar	Pritt	30	12
	26-Mar	Pencils	50	5

(15)

QUESTION 5B

MARKS:

30

1. Retrieve the spreadsheet **Q5A**.
2. Change Question 5A in the header to Q5B.
3. Make all the changes as indicated on the spreadsheet and according to the instructions below.
4. Insert rows, columns and text as indicated on the spreadsheet.
5. Insert horizontal lines as indicated with the method you are familiar with.
6. Insert formulae where the letters of the alphabet appear to do the following calculations:
A TOTAL PRICE = Quantity multiply by Unit Price
B TOTAL = Sum of Total Price
7. Adapt column widths where necessary to ensure that the entire spreadsheet fits on one A4 portrait page.
8. Save the spreadsheet as **Q5B**.
9. Print the spreadsheet **Q5B** without borders and place it inside your EXAMINATION FOLDER.

STATIONERY UNLIMITED				
UC/Arial Black: 14				
DATE	ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
bold/centre/italics				
11-Jan	Paper	100	5	A
15-Feb	Pens	80	2	↓
27-Feb	Folders	120	15	
10-Mar	Pritt Glue	30	12	
26-Mar	Pencils	50	5	
TOTAL				B
NOTE:				
Insert the following data between 11 Jan and 15 Feb:				
25-Jan	Tippex	100	13	

QUESTION 5C**MARKS:****6**

1. Open the document **Q5B**.
2. Change QUESTION 5B in the header to QUESTION 5C.
3. Display the formulae.
4. Display the formulae. Adjust the column width to ensure the document fits on one A4 paper. Do NOT use the Fit-to-one Page option. You will be penalised if the printout is not legible.
5. Save the spreadsheet as Q5C.
6. Print the spreadsheet Q5C without borders and place the printout in your EXAMINATION FOLDER.

TOTAL SECTION B: 100
GRAND TOTAL: 200