higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSIN4780**(A)**(N14)H

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

14 November 2017 (X-Paper)
09:00–12:00

THE QUESTION PAPER WHICH INCLUDES THE INSTRUCTIONS MUST BE HANDED TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

This question paper consists of 16 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INTRODUCTORY COMPUTER PRACTICE N4
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

READ THE FOLLOWING INSTRUCTIONS CAREFULY BEFORE COMMENCING TO ANSWERING THE PAPER. INVIGILATORS WILL EXPLAIN IF NECESSARY.

1. The question paper comprises TWO sections, namely:

   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. Approximately 1 hour 30 minutes must be spent on this section.

   SECTION B is done on the computer with the aid of a spreadsheet program. Approximately 1 hour 30 minutes must be spent on this section.

2. Answer ALL the questions.

3. Read ALL the questions carefully.

4. Number the answers according to the numbering system used in this question paper.

5. 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.

6. If there is a problem with certain printers, e.g. does not print ê, a report must be sent with the PRINTOUTS of the centre.

7. A candidate may use a typing ruler, a dictionary and the list of ASCII codes. A spell checker may be used.

8. Each answer must be printed on a SEPARATE PAGE and on ONE SIDE of the paper only. PRINTOUTS must be placed in the EXAMINATION FOLDER.

9.   At the conclusion of the examination session ALL PRINTOUTS, which should BE MARKED, must be placed in the EXAMINATION FOLDER in the same order as that of the questions in the examination paper. 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 may be handed in.

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 may be allowed for such lost work. It is the candidates' responsibility to protect their answers from obliteration.

11.   In SECTION A of the question paper only Courier New 12 pt may be used. In SECTION B of the question paper Courier New 12 pt, Calibri 11 pt or Arial 10 pt may be used. In both sections margins of 1"/2.54 cm should be used unless other instructions are given.

12.   The QUESTION NUMBER as well as your EXAMINATION NUMBER must be keyed in at each question. Answers without an EXAMINATION NUMBER will NOT be marked.

13.   In order to print the original as well as the edited answers candidates are reminded to save the work after each separate section before it is printed.

14.   At the end of the examination session candidates must hand in the PRINTOUTS as well as a compact disk/memory stick with the answers (properly marked with the candidates' examination number on the cover). If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Candidates' answers must be kept for at least 6 MONTHS.

15.   If more than one session is being written ALL question papers should be handed in and can be handed back to candidates after all sessions has been completed.

16.   Invigilators must ensure that all answers of candidates are removed from the hard drive or the network before candidates for the next session are allowed into the room.

18.   NO candidate may print his/her work for another candidate, make his/her disk 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.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

SECTION A: WORD PROCESSING

QUESTION 1

This question has already been keyed in and saved on your data diskette/hard drive.
Do NOT key in or print this document.

QUESTION 1B

1.   Retrieve the document **Q1A** from the data diskette/hard drive.

2.   Change the QUESTION NUMBER to **Q1B** and insert your EXAMINATION NUMBER left of the header.

3.   Insert the paragraph as indicated.

4.   Change the left- and right-hand margin of the second page of the document to 3.81 cm/1.5".

5.   Edit the document according to the proofreading signs as indicated in the text.

6.   Save the document as **Q1B.**

7.   Print the document and place it in your EXAMINATION FOLDER.

QUESTION 1B (CONTINUED)

In full

Bold, u/c, underline, centre

947 & KFM bring you Joburg Day and KDay ⟶

Italics, centre

947 and KFM have partnered with Huawei to bring back the stations' music festivals: Joburg Day in Gauteng and KDay in the Cape.

Delete full stop

NP

Both festivals deliver a line-up that offers some of the hottest local acts and performances that could rival the best in the world, all brought together in an unmissable, all-day party.

➤***** *Insert paragraph here*

--**Page break**--

947 will be launching Joburg Day first and will call on fans to share which acts they want in the line-up. The station will reveal who, when and where soon. KFM will also engage with their audiences when they launch KDay later in the year.

New line

Insert bullets of your choice with 2 letter spaces

KFM's station manager, Colleen Louw says: 'We know the ~~power~~ influence of our stations in our regions and beyond and we're thrilled to partner with a strong brand like Hauwei on the biggest KFM event of the year and the showcase national for the P9.'

stet

d/s

trs

**Copy the main heading of the document here

947 and KFM have the pulling power in their regions to make this happen and the Huawei P9 is the smartphone to capture the festive spirit.

NOTE:
Change the left- and right-hand margin of the second page to 3.75 cm/1.5".

[29]

QUESTION 2

QUESTION 2A

1.   Key in the following document as it appears below.

2.   Insert your EXAMINATION NUMBER on the left and **Q2A** on the right as a header.

3.   Save the document as **Q2A.**

4.   Print the document and place it in your EXAMINATION FOLDER.

```
With their soulful sound and creativity South African house
music group Mi Casa has skyrocketed to success since 2010.

Mo-T:  Mi Casa's trumpeter was born in Alexandra Township and
adds a jazz influenced element to Mi Casa's music.

J' Something:  Mi Casa's lead vocalist and songwriter was born
in Algarve (Portugal) but later immigrated to South Africa. He
started his music career when he worked at Soul Candi in
Johannesburg as their studio manager.

Dr. Duda:  Mi Casa's music producer and keyboardist created and
shaped what is known as Mi Casa music.  Dr. Duda has been in the
music industry for over 15 years and his vast experience has
helped to sustain Mi Casa's broad musical repertoire.
```

(11)

QUESTION 2B

1.   Retrieve the document **Q2A** from your data diskette/hard drive.

2.   Change the question number to **Q2B** in the header.

3.   Edit the document according to the proofreading signs as indicated in the text.

4.   Insert the text as indicated.

5.   Use the same formatting for all numbered paragraphs.

6.   Save the document as **Q2B.**

7.   Print the document and place it in your EXAMINATION FOLDER.

MI CASA – MUSIC MASTERS ⟶ | *U/c*
right-align |

With their soulful sound and creativity South African
house music group Mi Casa has skyrocketed to success since | *1.5 l/s* |

Mi Casa comprises 3 highly talented musos: | *Italics, underline* |

| *Insert paragraph numbers with TWO letter spaces, bold, delete colon, indent paragraphs* |

1. Mo-T: Mi Casa's trumpeter was born in Alexandra Township | *NP* |
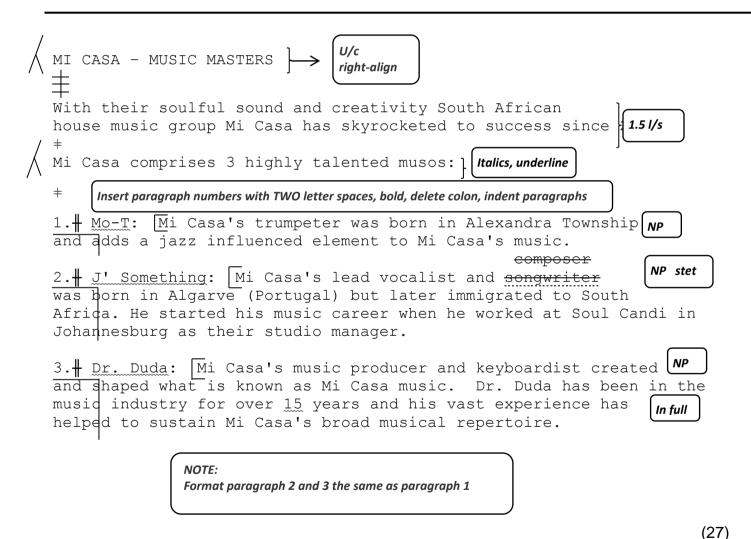and adds a jazz influenced element to Mi Casa's music.

composer

2. J' Something: Mi Casa's lead vocalist and ~~songwriter~~ | *NP stet* |
was born in Algarve (Portugal) but later immigrated to South
Africa. He started his music career when he worked at Soul Candi in
Johannesburg as their studio manager.

3. Dr. Duda: Mi Casa's music producer and keyboardist created | *NP* |
and shaped what is known as Mi Casa music. Dr. Duda has been in the
music industry for over 15 years and his vast experience has | *In full* |
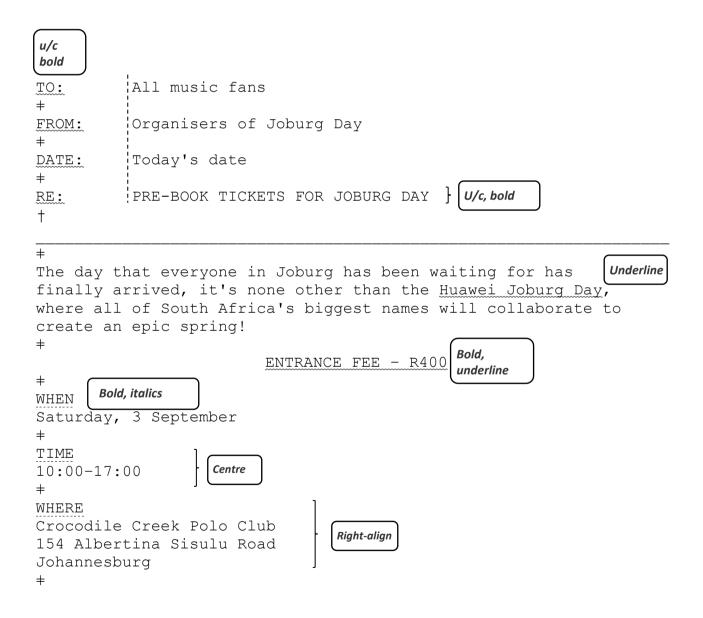helped to sustain Mi Casa's broad musical repertoire.

| *NOTE:*
Format paragraph 2 and 3 the same as paragraph 1 |

(27)
[38]

QUESTION 3

1. Key in the document as it appears below.

2. Insert your EXAMINATION NUMBER on the left and **Q3** on the right as a header.

3. Save the document as **Q3.**

4. Print the document and place it in your EXAMINATION FOLDER.

---

u/c
bold

TO: All music fans

FROM: Organisers of Joburg Day

DATE: Today's date

RE: PRE-BOOK TICKETS FOR JOBURG DAY } *U/c, bold*

_____

The day that everyone in Joburg has been waiting for has   *Underline*
finally arrived, it's none other than the Huawei Joburg Day,
where all of South Africa's biggest names will collaborate to
create an epic spring!

                          ENTRANCE FEE – R400 *Bold, underline*

WHEN *Bold, italics*
Saturday, 3 September

TIME
10:00–17:00 } *Centre*

WHERE
Crocodile Creek Polo Club
154 Albertina Sisulu Road *Right-align*
Johannesburg

```
The line-up includes:
‡
Mi Casa                    10:00           Band
Matthew Mole               10:45           Solo Act
Kwesta                     11:30           Solo Act
Timo ODV                   12:15           Solo Act
GoodLuck                   13:00           Band
DJ Kent                    13:45           Solo Act
Kyle and Shekinah          14:30           Band
AKA                        15:15           Solo Act
Black Coffee               16:00           Solo Act
‡
All avid fans of Joburg Day will know that the tickets are
sold out every year well before the event takes place. So,
don't delay – book your online tickets now!
```

Insert tab stops as indicated

trs

```
Don't miss out on this magic event which is the highlight of
the Johannesburg events calendar.
```

U/c, bold, italics, centre

[33]

TOTAL SECTION A: 100

SECTION B: SPREADSHEET

QUESTION 4

QUESTION 4A

1.   Key in the spreadsheet as it appears below.

2.   Insert your EXAMINATION NUMBER on the left and **Q4A** on the right as a header.

3.   Adjust column widths where necessary to ensure that the spreadsheet fits on ONE A4 portrait page. Do NOT use fit-to-page.

4.   Save the spreadsheet as **Q4A.**

5.   Print the spreadsheet and place it in your EXAMINATION FOLDER.

Artist	No. of guests	Cost per guest
Kwesta	4	450
Matthew Mole	1	588
Kyle	2	520
Mi Casa	6	410
Black Coffee	5	430

(8)

QUESTION 4B

1. Retrieve the spreadsheet **Q4A** from your data diskette/hard drive.

2. Change the question number in the header to **Q4B**.

3. Edit the spreadsheet according to the proofreading signs indicated in the text and the instructions below.

4. Provide formulae for the following:

   A   Total cost per artist: Number of guests * Cost per guest * Number of days
   B   Sum of Total number of guests
   C   Sum of Total cost per artist

5. Insert horizontal lines as indicated using the method with which you are familiar.

6. Adjust column widths where necessary to ensure that the entire spreadsheet fits on ONE A4 landscape page. Do NOT use the fit-to-page function.

7. Save the spreadsheet as **Q4B**.

8. Print the spreadsheet and place it in your EXAMINATION FOLDER.

Artist	No. of guests	Cost per guest	Number of days	Total cost per artist	
∧ Royal Johannesburg Hotel		*U/c, bold*			
open row					
∧ *Column B* Bookings: Joburg Day Artists		*Italics*		*Insert 2 columns*	
open row					
Artist *In full delete .*	No. of guests	Cost per guest	Number of days	Total cost per artist	*Bold, centre*
open row					
Kwesta	4	450	3	*A*	
Matthew Mole	1 550 ~~588~~		2		
Kyle	2	520	2		
∧ *AKA*	*3*	*530*	*3*		
Mi Casa	6	410	2		
Black Coffee	5	430	3	↓	
open row					
∧ TOTAL NUMBER OF GUESTS	*B*				*Bold*
open row *U/c*					
∧ TOTAL COST				*C*	

(24)

[32]

QUESTION 5

QUESTION 5A
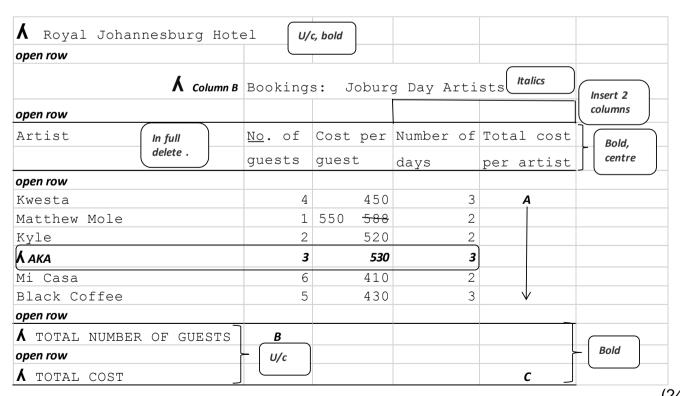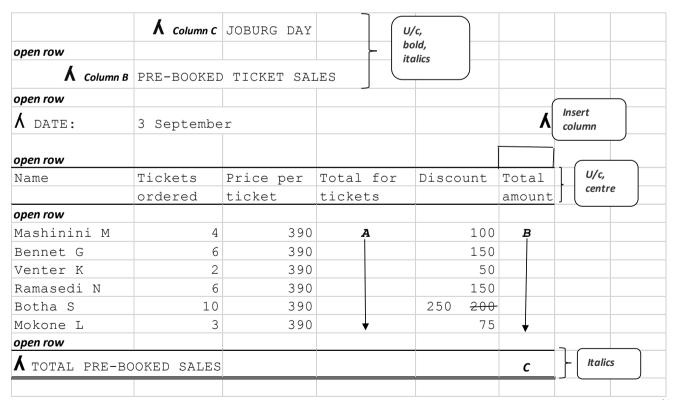
1. Key in the spreadsheet as it appears below.

2. Insert your EXAMINATION NUMBER left and **Q5A** right as a header.

3. Adjust column widths where necessary to ensure that the spreadsheet fits on ONE A4 portrait page. Do NOT use the fit-to-page function.

4. Save the spreadsheet as **Q5A.**

5. Print the spreadsheet **Q5A** and place it in your EXAMINATION FOLDER.

Name	Tickets ordered	Price per ticket	Total for tickets	Discount
open row				
Mashinini M	4	390		100
Bennet G	6	390		150
Venter K	2	390		50
Ramasedi N	6	390		150
Botha S	10	390		200
Mokone L	3	390		75

(9)

Please turn over

QUESTION 5B

1. Retrieve the spreadsheet **Q5A** from your data diskette/hard drive.

2. Change the question number to **Q5B** in the header.

3. Edit the spreadsheet according to the proofreading signs indicated in the text and the instructions below.

4. Provide formulae for the following:

    A TOTAL FOR TICKETS: Tickets ordered * Price per ticket
    B TOTAL AMOUNT: Total for tickets - Discount
    C TOTAL PRE-BOOKED SALES - Sum of Total amount

5. Insert horizontal lines as indicated using the method with which you are familiar.

6. Adjust column widths where necessary to ensure that the entire spreadsheet fits on ONE A4 landscape page. Do NOT use the fit-to-page function.

7. Save the spreadsheet as **Q5B.**

8. Print the spreadsheet and place it in your EXAMINATION FOLDER.

∧ Column C JOBURG DAY						U/c, bold, italics
open row						
∧ Column B PRE-BOOKED TICKET SALES						
open row						
∧ DATE:	3 September					Insert column
open row						
Name	Tickets ordered	Price per ticket	Total for tickets	Discount	Total amount	U/c, centre
open row						
Mashinini M	4	390	A	100	B	
Bennet G	6	390		150		
Venter K	2	390		50		
Ramasedi N	6	390		150		
Botha S	10	390		250 ~~200~~		
Mokone L	3	390		75		
open row						
∧ TOTAL PRE-BOOKED SALES					C	Italics

(26)
[35]

QUESTION 6

QUESTION 6A

1.   Key in the spreadsheet as it appears on the next page.

2.   Insert your EXAMINATION NUMBER on the left and **Q6A** on the right as a header.

3.   Provide formulae for the following:

      A   Sum of EXPENSES for Artists
      B   Sum of EXPENSES for Venue
      C   Sum of EXPENSES for Promotion
      D   TOTAL EXPENSES: Sum for Artists + Sum for Venue + Sum for Promotion
      E   BALANCE: Budget available – Total Costs

4.   Insert horizontal lines as indicated using the method with which you are familiar.

5.   Adjust column widths where necessary to ensure that the spreadsheet fits on ONE A4 portrait page. Do NOT use the fit-to-page function.

6.   Save the spreadsheet as **Q6A.**

7.   Print the spreadsheet and place it in your EXAMINATION FOLDER.

Cost statement for Joburg Day: 3 September					
open row					
		R	R		
open row					
BUDGET AVAILABLE			2000000		
open row					
EXPENSES					
Artists:	Fees	555000	**A**		
	Accommodation	85000			
	Meals	68000			
	Travel Costs	87000			
open row					
Venue:	Booking Fee	680000	**B**		
	Stage Managers	16000			
	Security Guards	62000			
	Parking Attendants	8000			
open row					
Promotion:	Advertisements	350000	**C**		
	Posters	18000			
	Tickets	95000			
open row					
TOTAL EXPENSES			**D**		
open row					
BALANCE			**E**		

Annotations: *U/c, bold* (applied to title); *Italics, centre* (applied to R R); *U/c, bold, italics* (applied to BUDGET AVAILABLE / EXPENSES); *Bold, italics* (applied to TOTAL EXPENSES / BALANCE)

(26)

QUESTION 6B

1. Retrieve the document **Q6A**.

2. Change the question number in the header to **Q6B**.

3. Display the formulae.

4. Adjust the column widths where necessary to display the entire formulae and to ensure that the entire spreadsheet fits on ONE A4 landscape page. Do NOT use fit-to-page function.

5. Save the spreadsheet as **Q6B**.

6. Print the spreadsheet and place it in your EXAMINATION FOLDER. (7)

[33]

TOTAL SECTION B: 100
GRAND TOTAL: 200