N780**(E)**(M24)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

24 May 2016 (X-Paper)
9:00–12:00

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

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

1.   The question paper comprises TWO sections:

        SECTION A: Word Processing (100 marks)
        SECTION B: Spreadsheet (100 marks)

        SECTION A is done with the aid of a word processing program. Approximately 1 hour 30 minutes should be spent on this section.

        SECTION B is with the aid of a spreadsheet program and approximately 1 hour 30 minutes should be spent on this section.

2.   Answer ALL the questions.

3.   Read ALL the questions carefully.

4.   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.

5.   If there is a problem with a printers, e.g. it does not print ë, a report regarding this must accompany the ANSWER SHEETS of the centre.

6.   Candidates are allowed to bring a dictionary and a list of ASCII codes into the examination venue. Spell check may be used.

7.   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.

8.   At the end 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 by the invigilator and must be destroyed at the end of the day. Only ONE printout per question or subsection of a question may be handed in.

9.   Printouts to be marked must be arranged in the same order as that of the questions in the examination paper.

10.   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 SECTION B margins of 1"/2.54 cm should be used, unless otherwise instructed.

11.   Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO questions without EXAMINATION NUMBERS will be marked.

12.   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 answers from obliteration.

13.   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.

14.   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.)

15.   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.

16.   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.

17.   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

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

QUESTION 1

MARKS: **30**
TIME: **5 MINUTES**

This question is already keyed in and saved on your data diskette. PLEASE DO NOT RETYPE OR PRINT THIS DOCUMENT.

QUESTION 1B

You are requested to do the following:

1.   Retrieve the document Q1A from your data diskette.

2.   Change the question number to Q1B

3.   Change the left margin of the document to 3.81cm/1.5"/15˚.

4.   Insert and indent paragraph 1 as indicated on the question paper.

5.   Change the paragraph starting with Health care workers to 1.5 line spacing.

6.   Edit the document according to the manuscript signs as indicated in the text.

7.   Save the document as Q1B.

8.   Print the document and place it inside your EXAMINATION FOLDER. Candidates will be penalised if more than ONE printout is handed in. Only the top printout will be marked**.**

Background: Ebola Virus Disease → [bold/UC/centre]

[Indent x2]

Ebola virus disease (EVD) appeared first in 1976 in 2 simultaneous outbreaks, one in Nzara, Sudan, and the other in Yambuku, Democratic Republic of Congo. <u>The latter occurred in a village near the Ebola River, from which the disease takes its name</u>. The virus causes an acute, serious illness which is often fatal if untreated. [Ital. and underline]

--- page break ---

[NP]

[Insert bullets and indent]

<u>Ebola spreads through</u> human-to-human transmission via direct contact (through broken skin or mucous membranes) with the blood, secretions, organs or other bodily fluids of infected people. ~~and with~~ [U/c & underline] [Full stop after people]

Surfaces and materials (e.g. bedding/clothing) contaminated with these fluids, bodily fluids of infected animals such as: [U/c] [semi-colon]

chimpanzees,
gorillas,
fruit bats,
monkeys,
forest antelope and
porcupines found ill or dead or in the rainforest. [comma]

[Stet] [regularly]

Health-care workers have ~~frequently~~ been infected while treating patients with suspected or confirmed EVD. This has occurred through close contact with patients when infection control precautions are not strictly practiced. [change to 1.5 l/s]

Burial ceremonies in which mourners have direct contact with the body of the deceased person can also play a role in the transmission of Ebola. [U/c and centre]

QUESTION 2

You are requested to create the document below:

QUESTION 2A

MARKS: **15**
TIME: **20 MINUTES**

1. Key in the following text as indicated below.

2. Insert the header QUESTION 2A in capital letters left-aligned and EXAMINATION NUMBER right-aligned

3. Use a left margin of 2.5 cm/1"/10°.

4. Save the document as Q2A

5. Print the document Q2A and place it inside your EXAMINATION FOLDER. Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked

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The incubation period, that is, the time interval from infection with the virus to the onset of symptoms is 2 to 21 days. Humans are not infectious until they develop symptoms. The first symptoms are the sudden onset of fever, fatigue, muscle pain, headache and a sore throat. This is followed by vomiting, diarrhoea, rash, symptoms of impaired kidney and liver function, and in some cases, both internal and external bleeding (e.g. oozing from the gums, blood in the stools). Laboratory findings include low white blood cell and platelet counts and elevated liver enzymes.

--- page break ---

It can be difficult to distinguish EVD from other infectious diseases such as malaria, typhoid fever and meningitis. Confirmation that symptoms are caused by Ebola virus infection are made using the following investigations:

- antibody-capture enzyme-linked immunosorbent assay (ELISA)
- antigen-capture detection tests
- serum test
- virus isolation by cell culture

Samples from patients are an extreme biohazard risk; laboratory testing on non-inactivated samples should be conducted under maximum biological containment conditions. (15)
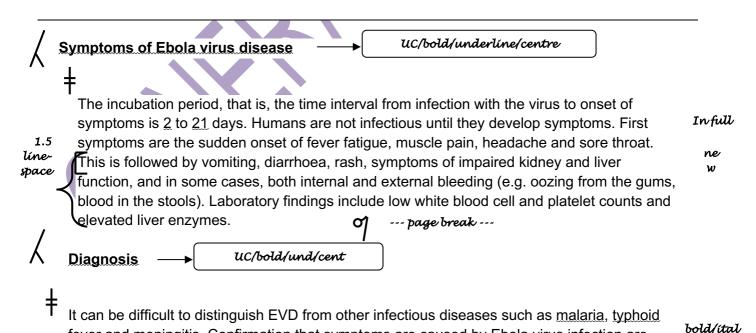
QUESTION 2B

MARKS: **30**
TIME: **25 MINUTES**

1.   Retrieve the document Q2A from your data diskette.

2.   Change the Question Number to Q2B in the header.

3.   Change the left- and right-hand margin to 3.5cm/1.5"/15° .

4.   Edit the document Q2B according to the manuscript signs as indicated in the text.

5.   Insert the indicated headings, and change the heading to font style Britannic Bold and size 16 pt.

6.   Change the line spacing of paragraph 2 to 1.5 line spacing. Change the line spacing of paragraph 4 to double line spacing.

7.   Change the margins of the last paragraph to 2.5cm/ 1 "/10° on left and right hand side.

8.   Save the document as Q2B.

9.   Print the document Q2B and place it inside your examination folder. Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked.

Symptoms of Ebola virus disease → UC/bold/underline/centre

1.5 line-space

The incubation period, that is, the time interval from infection with the virus to onset of symptoms is 2 to 21 days. Humans are not infectious until they develop symptoms. First symptoms are the sudden onset of fever fatigue, muscle pain, headache and sore throat. This is followed by vomiting, diarrhoea, rash, symptoms of impaired kidney and liver function, and in some cases, both internal and external bleeding (e.g. oozing from the gums, blood in the stools). Laboratory findings include low white blood cell and platelet counts and elevated liver enzymes. --- page break ---   *In full*   *new*

Diagnosis → UC/bold/und/cent

It can be difficult to distinguish EVD from other infectious diseases such as malaria, typhoid fever and meningitis. Confirmation that symptoms are caused by Ebola virus infection are made using the following investigations: *bold/ital*

Please turn over

d/s
- antibody-capture enzyme-linked immunosorbent assay (ELISA)
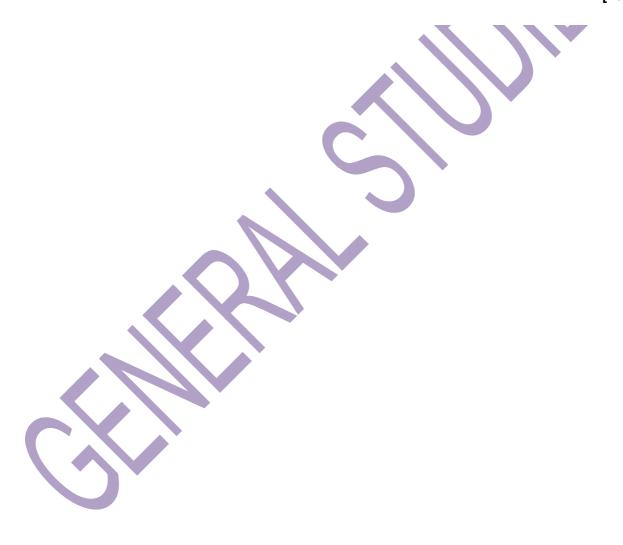- antigen-capture detection tests
- serum test
- virus isolation by cell culture.

Samples from patients are an extreme biohazard risk; laboratory testing on non-inactivated samples should be conducted under maximum biological containment conditions.

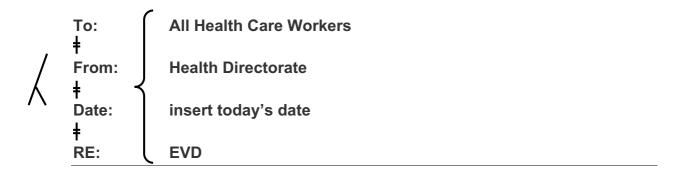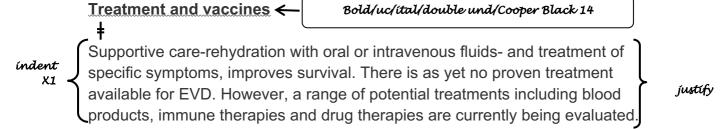*Century Gothic: 14 bold/ital./und/ justify*

(30)

[45]

           Please turn over

QUESTION 3

MARKS: **25**
TIME: **20 MINUTES**

1. Key in the document as it appears below.

2. Insert the following header: QUESTION 3 in capital letters left-aligned and EXAMINATION NUMBER right-aligned.

3. Use a left-and right-hand margin of 2.54 cm/1"/10°. Edit the document as indicated in the text and according to the instructions below.

4. Save the document as Q3.

5. Print the document Q3 and place it inside your examination folder.

6. Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked.

To: **All Health Care Workers**
‡
From: **Health Directorate**
‡
Date: **insert today's date**
‡
RE: **EVD**

Treatment and vaccines ← Bold/uc/ital/double und/Cooper Black 14

‡

indent X1 Supportive care-rehydration with oral or intravenous fluids- and treatment of specific symptoms, improves survival. There is as yet no proven treatment available for EVD. However, a range of potential treatments including blood products, immune therapies and drug therapies are currently being evaluated. } justify

Prevention and control

‡

indent X2 Good outbreak control relies on applying a package of interventions, namely case management, surveillance and contact tracing, a good laboratory service, safe burials and social mobilisation. Raising awareness of risk factors is an effective way to reduce human transmission. } align right

‡

bold/uc

italics / centre

Risk reduction messaging should focus on several factors including the risk reduction behaviour for the following possible transmissions:

Wildlife-to-human   *Human-to-human*

bold/italics

Wildlife-to-human	Human-to-human
Contact with bats/monkeys	Direct contact with people
Consumption of raw meat	Bodily fluids
Handle with gloves	Protective equipment

Gloves and appropriate personal protective equipment should be worn when taking care of sick patients at home. Regular hand washing is required after visiting patients in hospital, as well as after taking care of patients at home.

bold/uc/und

Outbreak containment measures including prompt and safe burial of the dead, identifying people who may have been in contact with someone infected with Ebola, monitoring the health of contacts for 21 days, the importance of separating the healthy from the sick to prevent further spread, the importance of good hygiene and maintaining a clean environment.

bold/ italics

del

[25]

TOTAL SECTION A: **100**

SECTION B: SPREADSHEET

Use a spreadsheet program to answer the following questions. Approximately 1 hour 30 minutes should be spent on this section.

Answer all the questions. It is recommended that you use Courier New 12 or Arial 12

QUESTION 4

QUESTION 4A

MARKS: **10**
TIME: **10 MINUTES**

1.   Create the spreadsheet below.

2.   Insert the header EXAMINATION NUMBER against the left-hand margin and Q4A 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 without borders and place it in your EXAMINATION FOLDER. Candidates will be penalised if more than ONE printout is handed in. Only the top printout will be marked.

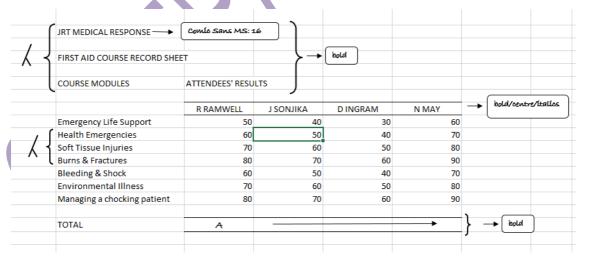|	R RAMWELL	J SONJIKA	D INGRAM	N MAY
Emergency Life Support	50	40	30	60
Bleeding & Shock	60	50	40	70
Environmental Illness	70	60	50	80
Managing a chocking patient	80	70	60	90

(10)

QUESTION 4B

MARKS: **30**
TIME: **25 MINUTES**

1.   Retrieve the spreadsheet Q4A from your data diskette.

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 as indicated on the spreadsheet.

5.   Insert formulae where the letter of the alphabet appear to do the following calculation:

   A = Sum of all attendee's results

6.   Adjust the column width 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.   Save the spreadsheet as Q4B.

9.   Print the spreadsheet and place it in your EXAMINATION FOLDER. Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked.

JRT MEDICAL RESPONSE → *Comic Sans MS: 16*

FIRST AID COURSE RECORD SHEET → *bold*

COURSE MODULES   ATTENDEES' RESULTS

COURSE MODULES	R RAMWELL	J SONJIKA	D INGRAM	N MAY	
					bold/centre/italics
Emergency Life Support	50	40	30	60	
Health Emergencies	60	50	40	70	
Soft Tissue Injuries	70	60	50	80	
Burns & Fractures	80	70	60	90	
Bleeding & Shock	60	50	40	70	
Environmental Illness	70	60	50	80	
Managing a chocking patient	80	70	60	90	
TOTAL	A				*bold*

(30)

Please turn over

QUESTION 4C

MARKS: **5**
TIME: **5 MINUTES**

1.   Retrieve the spreadsheet Q4B.

2.   Change Q4B in the header to Q4C.

3.   Display the formulae.

4.   Adjust the column widths where necessary to ensure that the entire spreadsheet fits on ONE A4 page.

5.   Save the spreadsheet as Q4C.

6.   Print the spreadsheet without borders and place it in your EXAMINATION FOLDER.   Candidates will be penalised if more than one printout is submitted. Only the top printout will be marked.   (5)

                                                                                      [45]

QUESTION 5

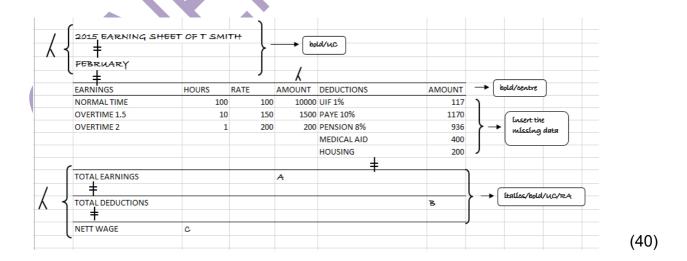## QUESTION 5A

MARKS: **10**
TIME: **10 MINUTES**

1. Create the spreadsheet below.

2. Insert the header Q5A in capital letters left-aligned and EXAMINATION NUMBER right-aligned.

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 without borders and place it in your EXAMINATION FOLDER. Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked.

---

earnings	hours	rate	deductions	amount
normal time	100			
overtime 1.5	10			
overtime 2	1			
total earnings				
total deductions				
nett wage				

(10)

QUESTION 5B

MARKS: **40**
TIME: **35 MINUTES**

1. Retrieve the spreadsheet Q5A.

2. Change Q5A in the header to Q5B.

3. Make all the changes as indicated on the spreadsheet and according to the instructions below.

4. Insert columns and text as indicated on the spreadsheet. Insert horizontal and vertical lines with the method that you are familiar with.

5. Insert formulae where letters of the alphabet appear to do the following calculations.

    A **TOTAL EARNINGS = Sum of Earnings Amount**

    B **TOTAL DEDUCTIONS = Sum of Deductions Amount**

    C **NETT WAGE = Total Earnings – Total Deductions**

6. Adjust the column width to fit the spreadsheet on ONE page. Do NOT use the Fit-to-one-Page option.

7. Save the spreadsheet as Q5B.

8. Print the spreadsheet without borders and place it in your EXAMINATION FOLDER. Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked.

(40)

QUESTION 5C

MARKS: **5**
TIME: **5 MINUTES**

1.   Retrieve the spreadsheet Q5B.

2.   Change Q5B in the header to Q5C.

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 Q5C.

5.   Print the spreadsheet without borders and place it inside your examination
        folder. Candidates will be penalised if more than ONE printout is submitted.
        Only the top printout will be marked.   (5)

                                                                              [55]

                                              TOTAL SECTION B: **100**
                                              GRAND TOTAL: **200**