



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION (ICT COMPONENT)

(Second Paper)

NQF LEVEL 4

(7601034)

19 February 2018 (X-Paper)

09:00–12:00

This question paper consists of 14 pages.

TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Answer all questions by using appropriate application programs. Place ALL the printouts in your EXAMINATION FOLDER.
4. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.
5. Printouts to be marked must be arranged in the same order as the questions in the question paper. ONE printout per question may be handed in.
6. Ensure that every printout displays the question number and examination number as instructed.
7. The time indicated at the beginning of each section is a guideline to help you finish the examination within the stipulated time.
8. Note that the time allocated for this question paper includes printing time.
9. 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.
10. 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.
11. Spell check function may be used.
12. Ensure that both the EXAMINATION NUMBER and the CENTRE NUMBER are written on the COVER PAGE. In addition, ensure that the software version is clearly stated at the top of the COVER PAGE. (E.g. MS Office 2010).
13. Marks shall NOT be allocated for printouts without an EXAMINATION NUMBER or for printouts with handwritten EXAMINATION NUMBERS.

SECTION A (WORD PROCESSING) (Approximately 72 minutes)**QUESTION 1**

- 1.1 Use the mail merge function in MS Word to create the data source document with the information provided on the next page. Do NOT key in row 1 (<<Merge Field 1>>...). It is only used to indicate the correct merge fields to be used. (1)
- 1.2 Insert a header with your EXAMINATION NUMBER left-aligned and QUESTION 1 centre-aligned. (2)
- 1.3 Set the font to Comic Sans, size 12. (1)
- 1.4 Set the left and right margins at 1 cm/ .39 inches. (1)
- 1.5 Key in the data source accurately as indicated on the next page. (10)
- 1.6 Key in the field names (row 2) in uppercase. (1)
- 1.7 Adjust the column width to ensure that the data can be read. (1)
- 1.8 Save the document as QUESTION 1 or according to the college examination regulations.
- 1.9 Print the document on ONE A4 landscape page and place it into your examination folder. (1)

<<Merge Field1>>	<<Merge Field2>>	<<Merge Field3>>	<<Merge Field4>>	<<Merge Field5>>
NAME	POSTAL ADDRESS	TOWN	POSTAL CODE	EMAIL ADDRESS
ABSA	P O Box 365	MILLPARK	2000	info@absa.co.za
BMW	P O Box 258	CENTURION	0002	info@bmw.co.za
Coca-Cola	P O Box 9874	DURBAN	4000	info@cocacola.co.za
Eskom	Private Bag X12	PRETORIA	0001	info@eskom.co.za
Media24	P O Box 175	CAPE TOWN	8000	info@media24.co.za

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QUESTION 2

- 2.1 Use MS Word to type the main (primary) document as indicated. (1)
- 2.2 Insert a footer with your EXAMINATION NUMBER in the centre and QUESTION 2 on the right. (2)
- 2.3 Use Arial, size 12. (1)
- 2.4 Insert today's date in the position indicated. (1)
- 2.5 Change the main heading "Job Shadowing ..." to capital letters (uppercase). (1)
- 2.6 Change the font of the main heading to Berlin Sans FB, size 14 and underline. (3)
- 2.7 Key in the primary document accurately as indicated. Spell check may be used to correct all spelling errors. (17)
- 2.8 Full justify the first paragraph starting with "With reference to ...". (1)
- 2.9 Insert any appropriate picture or clip art in the position indicated. (2)
- 2.10 Centre and resize the picture or clip art to ensure that the document fits on one page. (2)
- 2.11 Insert the correct merge fields as specified in the primary document. (5)
- 2.12 Change the sub-headings to bold and underline: "BENEFITS OF..." and "TIPS FOR ...". (2)
- 2.13 Insert bullets and align bullets at the left margin as indicated. (2)
- 2.14 Insert a table as indicated and key in the information provided. (2)
- 2.15 Apply 15% shading to the text in the first column. (2)
- 2.16 Centre all text in the table. (1)
- 2.17 Apply a thick border to the table as indicated. (1)
- 2.18 Adjust the column width if necessary, to display the information as given. (1)
- 2.19 Save the document as QUESTION 2 or according to the college examination regulations.
- 2.20 Print the document on ONE A4 portrait page and place it into your examination folder. (1)

Today's date

Dear NCV Level 4 student

Job Shadowing/Internships

CAPITALS, Berlin Sans FB, 14, underline

With reference to your request regarding information of companies offering Job Shadowing/Internships opportunities, <<Merge Field1>> is one of the companies that has agreed to host you for 1 week during the December vacation.

INSERT A
PICTURE/CLIP
ART HERE

Below are a few of the benefits and helpful tips for successful Job Shadowing. If you require more information regarding the Job Shadowing/Internship programme offered at this company you may email the HR manager at <<Merge Field5>>, or post your request to:

<<Merge Field1>>

<<Merge Field2>>

<<Merge Field3>>

<<Merge Field4>>

BENEFITS OF JOB SHADOWING:

- ✓ Clarifies career aspirations
- ✓ Connects classroom to the real world
- ✓ Enables exploration of occupations
- ✓ Develops professional networking contacts

TIPS FOR SUCCESSFUL JOB SHADOWING:

THINGS TO REMEMBER	IMPORTANT TIPS	SUGGESTIONS
Do research	Start with the company website	Jot down relevant details
Know your goals	Highlight your strengths	Reflect on your career path
Attitude determines altitude	Stay positive	Avoid negativity
Be attentive	Forget your smartphone during office hours	Switch off your smartphone

J THOMPSON
TVET PLACEMENT OFFICER

QUESTION 3

- 3.1 Open the document saved as QUESTION 2. (1)
- 3.2 Change the question number in the footer to QUESTION 3. (1)
- 3.3 Merge the data source and the primary document to create the secondary documents (merged letters). (10)
- 3.4 Save the document as QUESTION 3 or according to your college examination regulations.
- 3.5 Print ONLY the letters to BMW and Media24 on two A4 portrait pages and place it into your examination folder. (2)
- [14]**

TOTAL SECTION A: 80

SECTION B: SPREADSHEET (Approximately 72 minutes)**QUESTION 4**

- 4.1 Use MS Excel to create the spreadsheet as it appears on the next page. Do NOT key in the row and column headings (A-B and 1-14) as it is only given to indicate the correct cells to be used. (1)
- 4.2 Insert a header with QUESTION 4 right-aligned and your EXAMINATION NUMBER centre-aligned. (2)
- 4.3 Use font Century Gothic, size 11. (1)
- 4.4 Key in the spreadsheet accurately as indicated. (8)
- 4.5 Key in the main heading in uppercase and use font size 14. (1)
- 4.6 Merge and centre the main heading in row 1 across columns A to B. Extend column width if necessary. (1)
- 4.7 Change "12%" in cell B14 to font size 18. (1)
- 4.8 Increase the row height of row 13 to 50 as indicated on the spreadsheet. (1)
- 4.9 Adjust the column width where necessary to ensure that ALL information is visible. (1)
- 4.10 Save the document as QUESTION 4 or according to your college examination regulations.
- 4.11 Print the spreadsheet with row and column headings on ONE A4 portrait page and place it into your examination folder. (1)

	A	B
1	COMPANIES OFFERING INTERNSHIP OPPORTUNITIES IN 2017	
2	COMPANIES	Intern's Monthly Salary
3	ABSA	6318
4	BMW	8250
5	Coca-Cola	6250
6	Goldman Sachs	7350
7	Deloitte	6800
8	Eskom	5630
9	KPMG	7480
10	Media24	6970
11	Microsoft	7589
12	Liberty	6875
13	TOTAL PROJECTED 2018 ANNUAL SALARY	
14	PROJECTED % INCREASE	12%

[18]**QUESTION 5**

- 5.1 Open the spreadsheet saved as QUESTION 4.
- 5.2 Change QUESTION 4 in the header to QUESTION 5. (1)
- 5.3 Change the page orientation to landscape. (1)
- 5.4 Insert a new row below row 1. (1)
- 5.5 Change the font of the main heading to Bodoni MT Black, size 18. (2)
- 5.6 Merge and center the main heading (row 1) and column heading (row 2) as indicated in the spreadsheet. (2)
- 5.7 Insert the new text in columns C - E and row 15 as indicated on page 11. (2)
- 5.8 Key in all new text accurately. (10)
- 5.9 Centre all column headings and change to bold. (2)
- 5.10 Adjust the column height and merge cells in row 2 and row 3 as required to display the column headings as indicated. (2)
- 5.11 Align the column headings at the bottom of the cell as indicated. (1)
- 5.12 Use appropriate formulae to perform the calculations listed below. Do NOT key in the question numbers and arrows on the spreadsheet. It is only provided to indicate the cells in which formula must be inserted and/or copied to. (2)

- 5.12.1 INTERN'S ANNUAL SALARY (2017) = Intern's Monthly Salary multiplied by 12. (1)
- 5.12.2 ANNUAL SALARY INCREASE = Intern's Annual Salary multiplied by Projected % Increase. Use absolute cell reference in the formula. (1)
- 5.12.3 ANNUAL SALARY (2018) = Intern's Annual Salary (2017) PLUS Annual Salary Increase. (1)
- 5.12.4 TOTAL PROJECTED 2018 ANNUAL SALARY = Sum of the Projected Annual Salary (2018) for the 10 companies. (1)
- 5.12.5 AVERAGE INTERN'S ANNUAL SALARY = Average Annual Salary offered by the 10 companies in 2017. (1)
- 5.13 Display ALL amounts (in rows 4-15) as SA currency with TWO decimals. (2)
- 5.14 Adjust the column width to ensure that ALL information is visible. (1)
- 5.15 Insert horizontal and vertical lines as indicated. (2)
- 5.16 Change the outer borders (horizontal and vertical lines) to a thicker line (border) as shown on page 11. (1)
- 5.17 Save the spreadsheet as QUESTION 5.
- 5.18 Print the spreadsheet on ONE A4 landscape page without row and column headings and place printout into your examination folder. (1)

	A	B	C	D	E
1	COMPANIES OFFERING INTERNSHIP OPPORTUNITIES IN 2017				
2	COMPANIES	Intern's Monthly Salary	Intern's Annual Salary (2017)	Projected Salaries for Internships in 2018	
3				Annual Salary Increase	Annual Salary (2018)
4	ABSA	6318	[5.12.1]	[5.12.2]	[5.12.3]
5	BMW	8250			
6	Coca-Cola	6250			
7	Goldman Sachs	7350			
8	Deloitte	6800			
9	Eskom	5630			
10	KPMG	7480			
11	Media24	6970			
12	Microsoft	7589			
13	Liberty	6875			
14	TOTAL PROJECTED 2018 ANNUAL SALARY				[5.12.4]
15	AVERAGE INTERN'S ANNUAL SALARY		[5.12.5]		
16	PROJECTED % INCREASE	12%			

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Insert formula as
instructed

Follow all instructions
on previous page

Insert new columns (C-E) and
new row (15) as indicated

QUESTION 6

- 6.1 Open the spreadsheet saved as QUESTION 5.
- 6.2 Change the question number in the header to QUESTION 6. (1)
- 6.3 Display the formulae used in Question 5. (6)
- 6.4 Adjust the column width where necessary to ensure that the entire formula can be read. (1)
- 6.5 Save the document as QUESTION 6 or according to your college examination regulations.
- 6.6 Print the answer on ONE landscape page. (1)
- [9]**

QUESTION 7

- 7.1 Open the spreadsheet saved as QUESTION 5. (1)
- 7.2 Change the question number in the header to QUESTION 7. (1)
- 7.3 Insert a 3D column chart to display the INTERN'S MONTHLY SALARY and ANNUAL SALARY INCREASE for each company. (2)
- 7.4 Key in the following information as a chart title and centre above the chart:
EXAMINATION NUMBER, QUESTION 7
INTERN'S SALARY (2)
- 7.5 Apply an appropriate patterned fill colour to the plot area. Ensure that the information on the chart can be read. (1)
- 7.6 Display the legend on the right side of the chart. (1)
- 7.7 Insert suitable horizontal and vertical axis titles. (3)
- 7.8 Display the category labels (company names) on the horizontal axis. (1)
- 7.9 Display the chart as an object below the spreadsheet. (1)
- 7.10 Resize the chart to ensure that the spreadsheet and chart fits on the one page. (1)
- 7.11 Save the document as QUESTION 7 according to your college examination regulations.
- 7.12 Print the column chart (with the spreadsheet) on ONE A4 landscape page and place it into your examination folder. (1)
- [15]**

TOTAL SECTION B: 80

SECTION C: DATABASE (Approximately 36 minutes)**QUESTION 8**

- 8.1 Create a database and key in your EXAMINATION NUMBER, QUESTION 8 as the filename. (1)
- 8.2 Save the table as your EXAMINATION NUMBER QUESTION 8 REASONS. (1)
- 8.3 Change the field names, data types and sizes as follows:
- | | | |
|-------------------------------|---|-----|
| REASONS FOR TAKING INTERNSHIP | – Short Text, 30 | |
| NUMBER SURVEYED | – Number, (zero decimals) | |
| MEAN % | – Number, (Field size, single)
Format to percentage, 1 decimal place | |
| STD DEVIATION > 30% | – YES/NO | (9) |
- 8.4 Print the structure of the database without properties, fields or indexes on ONE portrait page and place it into your examination folder. (1) **[12]**

QUESTION 9

- 9.1 Open the table saved as QUESTION 8.
- 9.2 Copy the table and rename as EXAMINATION NUMBER QUESTION 9 REASONS. (1)
- 9.3 Create a database table using the information below:

EXAMINATION NUMBER QUESTION 9 REASONS			
REASONS FOR TAKING INTERNSHIP	NUMBER SURVEYED	MEAN %	STD DEVIATION > 30%
Unemployed	204	67,7	YES
Work in field of study	201	80,1	NO
Skills and Knowledge	205	82,1	NO
Work experience	197	75,7	YES
Earn money	193	50,6	YES
Other	63	29,5	YES

- 9.4 Add a new record as indicated below.

Serve community	197	60,2	YES
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- 9.5 Sort the table in descending order according to MEAN % with all corresponding information. (2)

- 9.6 Adjust the column width to ensure that the headings fit on one line and all information can be read. (2)
- 9.7 Save the table as your EXAMINATION NUMBER and QUESTION 9 or according to your college examination regulations.
- 9.8 Print the table on ONE landscape page and place it in your examination folder. (1)
- [18]**

QUESTION 10

- 10.1 Open the table saved as QUESTION 9.
- 10.2 Use the Report Wizard to create a database report. (1)
- 10.3 Insert all the fields and records in your report. (3)
- 10.4 Insert the words “#INTERNS” to the report header as indicated below:
EXAMINATION NUMBER QUESTION 10 #INTERNS (2)
- 10.5 Insert a text box with the word “TOTAL” in the report footer. (1)
- 10.6 Use an appropriate formula to calculate the total NUMBER SURVEYED. (2)
- 10.7 Save the report as your EXAMINATION NUMBER and QUESTION 10 or according to your college examination regulations.
- 10.8 Print the report on ONE landscape page and place it into your examination folder. (1)
- [10]**

TOTAL SECTION C: 40
GRAND TOTAL: 200