



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)

31 October 2018 (X-Paper)

09:00–12:00

Calculators may NOT be used.

This question paper consists of 14 pages.

TIME: 3 HOURS MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Read ALL the questions carefully.
2. This question paper consists of 10 questions. Answer ALL the questions. Use appropriate application programs and place your PRINTOUTS into your folder.
3. The time indicated at the beginning of each section is 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 will be given 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. Examination and centre numbers must be written correctly on the exam cover pages and the software version must be indicated at the top of the cover page. (E.g. MS Office 2010).
9. Ensure that every printout displays the QUESTION NUMBER, your EXAMINATION NUMBER and a WATERMARK displaying your computer station number.
10. EXAMINATION NUMBERS in writing are NOT acceptable.
11. Marks will NOT be awarded for any printouts without an EXAMINATION NUMBER and a consistent WATERMARK.
12. 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.
13. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.

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

You have been elected as a Health and Welfare Officer during the Student Representative Council (SRC) elections recently held at your College. Your first task is to organise an HIV/AIDS campaign. You are required to invite several stakeholders to be part of the campaign.

- 1.1 Use MS Word or MS Access to prepare a data source document with the field names and records as indicated on the next page. (1)
- 1.2 Set the font to Arial, size 12. (1)
- 1.3 If you are using **MS Word**, insert a header with your EXAMINATION NUMBER, QUESTION 1 (centred).
OR
If you are using **MS Access**, rename the table with your EXAMINATION NUMBER, QUESTION 1. (2)
- 1.4 Key in all field names and records accurately, with the correct use of uppercase, lowercase and letter spacing. (9)
- 1.5 Key in the field names in capital letters and centre. (2)
- 1.6 Change the page orientation to landscape. (1)
- 1.7 Adjust the column width to ensure that the data for each record is displayed on one line as indicated. (1)
- 1.8 Save the document as QUESTION 1, according to your college examination regulations. (1)
- 1.9 Print your answer on one A4 landscape page and place the printout into your examination folder. (1)

FIELD NAMES	RECORD 1	RECORD 2	RECORD 3	RECORD 4	RECORD 5
TITLE	Mr	Mrs	Dr	Prof	Ms
NAME	Jose Mario	Irma Peters	Harvey Low	Katrina Brown	Adlin James
DATE	1 December 2018	2 December 2018	2 December 2018	5 December 2018	5 December 2018
VENUE	Pretoria Hall	Lecture Theatre 2	Recreational Hall	Recreational Hall	Pretoria Hall
TIME	10:00	12:00	13:30	15:00	16:30
EMAIL ADDRESS	jnormaine@gmail.com	irma@gmail.com	hmaxwell@gmail.com	marobe@gmail.com	adlin@gmail.com

↑
Create a data source with
the above field names

Key in the records for each delegate

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QUESTION 2

- 2.1 Use MS Word to prepare an invitation letter (primary document) to be sent to all stakeholders mentioned in QUESTION 1. (1)
- 2.2 Insert a footer with your EXAMINATION NUMBER (left-aligned) and QUESTION 2 (centre-aligned). (2)
- 2.3 Use the font, Comic Sans Ms, size 12 for all text unless otherwise stated. (1)
- 2.4 Key in the primary document accurately with the correct use of uppercase, lowercase and letter spacing. Spell check may be used to correct all spelling errors. (17)
- 2.5 Insert today's date, in the position indicated. (1)
- 2.6 Insert the correct MERGE FIELDS (field names) in the positions indicated on the primary document. (6)
- 2.7 Change the font type of the main heading to CASTELLA, size 14. (2)
- 2.8 Bold and underline the main heading using a dashed line as indicated. (2)
- 2.9 Full justify the text in the first paragraph 'The Student Representative...' and the left column 'The student leadership ...commodities'. (2)
- 2.10 Insert two columns and key in the text correctly in each column. (2)
- 2.11 Insert bullets in the right column and align the bullets correctly as indicated. (2)
- 2.12 Centre-align the sentence 'The campaign takes place as follows:' and change to italics. (2)
- 2.13 Insert a table with the merge fields and key in the text as indicated. (2)
- 2.14 Right-align the merge fields in the second column of the table. (1)
- 2.15 Apply the following shading to the first column of the table: White, Background 1, darker 15% (light grey). (2)
- 2.16 Change the outer borders of the table to a width of 3 pt as indicated. (1)
- 2.17 Change the font type of the designation (Health and Safety Officer) to Blackadder ITC, size 12 as indicated. (1)
- 2.18 Save the document as QUESTION 2, according to your college examination regulations.
- 2.19 Print the primary document on one A4 portrait page and place the PRINTOUT into your examination folder. (1)

Insert today's date

Today's date

Insert merge fields

Dear [TITLE] [NAME]

Main Heading in CASTELLAR, size 14, bold and underlined with dashed lines

INVITATION TO SPEAK AT HEAIDS CAMPAIGN

The Student Representative Council (SRC) acknowledges that it will take concerted efforts to deal decisively with all types of abuse perpetrated against women. The Student Leadership has therefore organised a number of activities to create awareness.

One such activity is the adoption of the HEAIDS Women's Health and Empowerment Programme:

The student leadership is planning to hold a campaign under the hashtag, '**#girlpower**'.

The main aim of the campaign is women's empowerment through education, information sharing and creating awareness to make informed decisions and have greater access to key services and commodities.

This campaign is intended to help:

- prevent new HIV infections;
- minimise unwanted pregnancies;
- prevent mother to child transmission of HIV;
- ensure healthy lifestyles; and
- ensure early detection and management of chronic diseases.

The campaign takes place as follows:

DATE	[DATE]
PLACE	[VENUE]
TIME	[TIME]

Insert merge fields

Kindly email our Office Administrator at [EMAIL ADDRESS] to confirm your availability to attend as a guest speaker.

Insert merge field

We are looking forward to the prospect of having a distinguished individual like you as a guest speaker at our campaign.

Yours sincerely

A NXUMSA

Health and Welfare Officer

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QUESTION 3

- 3.1 Open the document you saved as QUESTION 2. (1)
- 3.2 Replace the footer with a header, with your EXAMINATION NUMBER (left-aligned) and QUESTION 3 (centre aligned). (2)
- 3.3 Merge the data source and the main (primary) document to create the secondary documents (merged letters). (9)
- 3.4 Save the document as QUESTION 3, according to your college examination regulations.
- 3.5 Print only the letters to Jose Mario and Katrina Brown on two A4 portrait pages and place the printout into your examination folder. (2)
- [14]**

TOTAL SECTION A: 80

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

You are the coordinator for the HEAIDS Programme at colleges. You have been mandated to prepare a MS Excel spreadsheet with the 2018 Proposed Budget for the 'FTF' Campaign.

- 4.1 Use MS Excel to create a spreadsheet using the information given below. Do not key in the row and column headings (A-D and 1-10) as it is only given to indicate the correct cells to be used. (1)
- 4.2 Insert a header with your EXAMINATION NUMBER and QUESTION 4, centred. (2)
- 4.3 Use font type Arial Narrow, size 12. (1)
- 4.4 Key in the spreadsheet accuracy as indicated below, with the correct use of uppercase, lowercase and letter spacing. (8)
- 4.5 Merge columns A to D and right align the main heading. (1)
- 4.6 Use **Arial MT Rounded Bold**, size 14 for the main heading. (1)
- 4.7 Centre the column headings in row 3 horizontally. (1)
- 4.8 Display figures in COLUMN B as integers (without decimals) and those in COLUMN D as South African currency with two decimals. (2)
- 4.9 Adjust the column width to ensure that information is displayed correctly. (1)
- 4.10 Save the document as QUESTION 4, or according to your college examination regulations.
- 4.11 Print the spreadsheet WITHOUT row and column headings, on one A4 landscape page. Place the printout into your examination folder. (2)

	A	B	C	D
1	PROPOSED 2018 BUDGET FOR 'FTF' CAMPAIGN			
2				
3	Campus	Projected Numbers	FTF Coordinator	Allocated Budget
4				
5	Kingsville	3500	J Kane	110000
6	Edenvale	4500	M Matidze	150000
7	Fordsberg	4580	C Ndlovu	165000
8	Umbulezi	6900	E Kohen	185760
9	Northlands	3225	R Green	98990
10	Mullenberg	7650	K Rapudi	106800

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QUESTION 5

- 5.1 Open the spreadsheet you saved as QUESTION 4.
- 5.2 Change the Question number in the header to QUESTION 5. (1)
- 5.3 Key in the text in the new columns and new rows accurately and display as indicated. (8)
- 5.4 Merge and centre the main heading (row 1) and column heading (row 2) as indicated on the spreadsheet. (2)
- 5.5 Change the font of 'BUDGETED EXPENSES' (row 2) to Agency FB, size 14 and italics. (2)
- 5.6 Centre all column headings horizontally and vertically. (2)
- 5.7 Right align and bold the percentages in cells E4, F4 and G4. (2)
- 5.8 Insert appropriate formulae in the cells marked with the corresponding question number to perform the calculations listed below. Use absolute cell references for question 5.8.1 – 5.8.3. (1)
- 5.8.1 Flyers & Posters = ALLOCATED BUDGET multiplied by 18.5% (1)
- 5.8.2 Marquee & Chairs = ALLOCATED BUDGET multiplied by 22.5% (1)
- 5.8.3 Volunteer Expenses = 25% of the ALLOCATED BUDGET (1)
- 5.8.4 Total Budgeted Expenses = SUM of all budgeted expenses (1)
- 5.8.5 Remaining Balance = ALLOCATED BUDGET minus the Total Budgeted Expenses (1)
- 5.8.6 LOWEST EXPENSE = LOWEST Budgeted Expense for flyers and posters at each campus (1)
- 5.8.7 HIGHEST EXPENSE = HIGHEST Budgeted Expense for volunteers at each campus (1)
- 5.9 Use AutoFill to copy the formulae to the cells as indicated by the arrows. (1)
- 5.10 Display all figures in columns D - I in South African currency with two decimal places. (2)
- 5.11 Insert horizontal and vertical lines as indicated. (2)
- 5.12 Insert a double border around columns E to I as indicated. (1)
- 5.13 Adjust the column width to display the contents of each column as indicated. (1)
- 5.14 Save the document as QUESTION 5, according to your college examination regulations.
- 5.15 Print the spreadsheet on ONE A4 landscape page WITH row and column headings. Place the printout into your examination folder. (2)

Merge and centre across columns A - I

Merge and centre across columns E - G

	A	B	C	D	E	F	G	H	I
1	PROPOSED 2018 BUDGET FOR 'FTF' CAMPAIGN								
2	Campus	Projected Numbers	FTF Coordinator	Allocated Budget	BUDGETED EXPENSES			Total Budgeted Expenses	Remaining Balance
3					Flyers & Posters	Marquee & Chairs	Volunteer Expenses		
4					18.5%	22.5%	25%		
5	Kingsville	3500	J Kane	R1100,00	[5.8.1]	[5.8.2]	[5.8.3]	[5.8.4]	5.8.5]
6	Edenvale	4500	M Matidze	R1500,00					
7	Fordsberg	4580	C Ndlovu	R1650,00					
8	Umbulezi	6900	E Kohen	R1857,60					
9	Northlands	3225	R Green	R989,90					
10	Mullenberg	7650	K Rapudi	R1068,00	↓	↓	↓	↓	↓
11									
12	LOWEST EXPENSE				[5.8.6]				
13	HIGHEST EXPENSE				[5.8.7]				

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QUESTION 6

- 6.1 Open the spreadsheet you saved as QUESTION 5.
- 6.2 Remove the header and insert footer with your EXAMINATION NUMBER (right-aligned) and QUESTION 6 (centre-aligned). (2)
- 6.3 Display the formulae used in QUESTION 5. (8)
- 6.4 Adjust the column widths where necessary to ensure that the entire formula can be read. (1)
- 6.5 Save the document as QUESTION 6, according to your college examination regulations.
- 6.6 Print your answer without row and column headings on one A4 landscape page and place your printout into your examination folder. (1)
- [12]**

QUESTION 7

- 7.1 Open the spreadsheet saved as QUESTION 5.
- 7.2 Create a COLUMN GRAPH to compare the columns: 'Flyers & Posters' and 'Volunteer Expenses'. (2)
- 7.3 Insert the following as the chart title (right-aligned):
EXAMINATION NUMBER, QUESTION 7
COMPARISON OF EXPENSES PER CAMPUS (3)
- 7.4 Edit the chart title to appear in font type, Bernard MT Condensed, size 16. (1)
- 7.5 Insert the Axis Titles with the following details:
X Axis (Primary Horizontal): NAME OF CAMPUS
Y Axis (Primary Vertical – rotated title): EXPENSE FIGURES (3)
- 7.6 Insert the campus names as category labels (horizontal axis). (1)
- 7.7 Insert the legend with the correct information, below the chart. (2)
- 7.8 Move the column graph into a new sheet and resize as required. (1)
- 7.9 Save the document as QUESTION 7, according to your college examination regulations.
- 7.10 Print the answer on ONE A4 portrait page and place your printout into your examination folder. (1)
- [14]**

TOTAL SECTION B: 80

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

As the coordinator of the 'FTF' campaign for all colleges, you have been requested to compile a list of delegates who will be attending the forthcoming National HEAIDS Conference.

8.1 Create a database with the following filename: THE HEAIDS CONFERENCE (1)

8.2 Save the table as your EXAMINATION NUMBER QUESTION 8. (1)

8.3 Change the field names, data types and sizes as follows:

Fieldnames	Data type	Sizes	
NAME OF DELEGATE	Text	25	
GENDER	Text	8	
AGE	Integer		
ATTENDED PREVIOUS CONFERENCE	Yes/No		
TRANSPORT ALLOWANCE	Currency		(9)

8.4 Print the structure of the database without extra properties and indexes on one A4 portrait page. Place your printout into your examination folder. (1)
[12]

QUESTION 9

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

ID	NAME OF DELEGATE	GENDER	AGE	ATTENDED PREVIOUS CONFERENCE	TRANSPORT ALLOWANCE
1	Morris Blank	Male	24	Yes	R2 500,00
2	Paul White	Male	20	Yes	R2 450,00
3	Thulani Mkhize	Male	30	Yes	R3 500,00
4	Tumelo Raphiri	Female	29	No	R2 450,00
5	Jack Smith	Male	31	Yes	R2 700,00
6	Thuli Dlamini	Female	23	Yes	R2 560,00
7	Andile Qwabe	Male	26	No	R2 330,00
8	Shane Brown	Male	20	No	R2 400,00

(11)

- 9.4 Add the following record to the database table:

Queen Mabasa	Female	27	No	R2 800,00
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(2)

- 9.5 Sort the information under the 'NAME OF DELEGATE' column in descending order. (2)
- 9.6 Adjust the column and row widths to ensure that all information can be read. (1)
- 9.7 Print the table on one A4 landscape page and place your printout into your examination folder. (1)

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QUESTION 10

- 10.1 Use a report wizard to create a database report based on the table you created in QUESTION 9. (1)
- 10.2 Insert the following fields in the report: NAME OF DELEGATE, AGE and TRANSPORT ALLOWANCE. (3)
- 10.3 Add the following as the heading (title) of your report: DELEGATES ATTENDING THE HEADS CONFERENCE (2)
- 10.4 Insert the following text below the first column of the report: GRAND TOTAL (1)
- 10.5 Use a formula to calculate the GRAND TOTAL of the transport allowance. (1)
- 10.6 Insert a report footer with your EXAMINATION NUMBER left-aligned and QUESTION 10 right-aligned. (1)
- 10.7 Save the report as QUESTION 10, according to your college regulations.
- 10.8 Print your report on one A4 portrait page and place your printout into your examination folder. (1)
- [10]**

TOTAL SECTION C: 40
GRAND TOTAL: 200