higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION (ICT COMPONENT)
(Second Paper)
NQF LEVEL 2

(7601012)

15 February 2018 (X-Paper)
09:00–12:00

NO calculators may be used.

This question paper consists of 12 pages.

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TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Read ALL the questions carefully.

2. Answer ALL the questions.

3. Number the printouts according to the numbering system used in this question paper.

4. Use appropriate application programs and include the PRINTOUTS in your EXAMINATION FOLDER.

5. The time indicated at the beginning of each section is a guideline to help candidates finish the question paper on time.

6. The time allocated for this question paper includes printing time.

7. It is the candidates' responsibility to save the work at regular intervals to prevent loss of keyed-in data during a power failure. NO additional time is allowed to complete lost work.

8. In the event of a computer or printer defect the invigilator will make the necessary arrangements so that the candidate can continue with the examination and the actual time lost will be allowed additionally.

9. A spelling checker may be used.

10. EXAMINATION and CENTRE NUMBERS must be written correctly on the EXAMINATION COVER PAGE and the software version must be indicated at the top of the COVER PAGE (for example MS Office 2007).

11. Ensure that every PRINTOUT displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.

12. EXAMINATION NUMBERS in writing are NOT acceptable.

13. Marks will NOT be awarded for PRINTOUTS without an EXAMINATION NUMBER and a WATERMARK.

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14. Printouts to be marked must be arranged in the same order as the questions in the question paper. Only ONE PRINTOUT per question may be handed in.

15. Each answer must be printed on a separate paper. Use only ONE side of the paper.

16. Work accurately as marks will be deducted for typing errors.

NCV

SECTION A: (WORD PROCESSING)

QUESTION 1 **TIME: 20 MINUTES**

You are requested to prepare a document of half a page on the role of TVET colleges in the country's economic development.

1.1 Use MS Word to key in the document as indicated below. (10)

1.2 Use the font Arial size 12. (2)

1.3 Insert a header with your EXAMINATION NUMBER left-aligned and QUESTION 1 right-aligned. QUESTION 1 to be displayed in upper case. (4)

1.4 Underline the heading as indicated. (1)

1.5 Change the line spacing to 1.5. (1)

1.6 Fully justify the entire document. (1)

1.7 Save the document as QUESTION 1 or according to the college examination regulations.

1.8 Print the document on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

EXAMINATION NUMBER QUESTION 1

<u>THE ROLE OF TVET COLLEGES IN THE COUNTRY'S ECONOMIC DEVELOPMENT</u>

- ✓ The South African government has identified TVET colleges as one of the sectors which will be playing a principal role in fulfilling the goals of the National Development Plan 2030. According to President Zuma the success and improvement of TVET colleges form part of the backbone of the plan.
- ✓ The government hopes the role of the colleges will be to provide the highly skilled and competent labour force that the plan requires to meet its 2030 targets. As a result the colleges' allocated budget has significantly increased over the past five years.
- ✓ According to Minister Nzimande, TVET funding by DHET has increased from R3.1 billion in 2009 to R5.2 billion in 2014 with bursaries for students increasing from R312 million in 2009 to R2 billion in 2013 (Nzimande, 2013). **[20]**

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QUESTION 2 **TIME: 28 MINUTES**

Open the document saved as QUESTION 1 and make the necessary changes according to the instructions. (4)

2.1 Change the question number in the header to QUESTION 2. (1)

2.2 Change the main heading to bold and centre-aligned. (1)

2.3 Change the bullet type as indicated. (1)

2.4 Underline the name Nzimande in paragraph three. (2)

2.5 Insert the additional information as indicated. Use font type Comic Sans, size 12. (2)

2.6 Key in the new heading using the font ALGERIAN size 14. (2)

2.7 Bold and underline the new headings as indicated. (2)

2.8 Number the programmes under the Business Studies section as indicated. (1)

2.9 Use bullets to list the programmes under the Engineering Studies section. You will be penalised for using a bullet type different from those indicated. (1)

2.10 Centre-align all the information under the Business Studies section, including the heading. (1)

2.11 Save the document as QUESTION 2 or according to the college examination regulations. (1)

2.12 Print the document on ONE A4 portrait page and place the printout in your EXAMINATION FOLDER. (1)

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EXAMINATION NUMBER QUESTION 2

THE ROLE OF TVET COLLEGES IN THE COUNTRY'S ECONOMIC DEVELOPMENT

- The South African government has identified TVET colleges as one of the sectors which will be playing a principal role in fulfilling the goals of the National Development Plan 2030. According to President Zuma the success and improvement of TVET colleges form part of the backbone of the plan.
- The government hopes the role of the colleges will be to provide the highly skilled and competent labour force that the plan requires to meet its 2030 targets. As a result the colleges' allocated budget has significantly increased over the past five years.
- According to Minister Nzimande TVET funding by DHET has increased from R3.1 billion in 2009 to R5.2 billion in 2014, with bursaries for students increasing from R312 million in 2009 to R2 billion in 2013 (Nzimande, 2013).

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

Business Studies

1. Marketing
2. Hospitality
3. Tourism
4. Management

Engineering Studies

- Electrical Engineering
- Road Construction
- Carpentry
- Plumbing

[20]

TOTAL SECTION A: 40

SECTION B (SPREADSHEET)

QUESTION 3 **TIME: 18 MINUTES**

Use MS Excel to create the spreadsheet below.

3.1 Key in the spreadsheet as indicated. Do NOT key in the row and column headings (borders) or grid lines. They were only inserted to indicate which cells should be used. You will be penalised for using incorrect cell addresses. (9)

3.2 Type your EXAMINATION NUMBER in column A row 1 and the QUESTION NUMBER in capital letters in column E row 1 as indicated. (2)

3.3 Use the font Arial size 12. (2)

3.4 Adjust the column width where necessary to ensure that ALL information is visible. (1)

3.5 Save the document as QUESTION 3 or according your college examination regulations.

3.6 Print the spreadsheet without row and column headings on ONE A4 portrait page. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

	A	B	C	D	E	F
1	EXAMINATION NUMBER				QUESTION 3	
2	COLLEGE STATISTICS FOR ABSENTEES **AND** DROP-OUTS					
3						
4	AS PER CAMPUS FOR THE YEAR 2014					
5						
6	REASON	Campus1	Campus2	Campus3	Campus4	
7	Lack of interest	12	8	14	4	
8	Poverty causes	15	22	16	6	
9	Assessments and exams only	10	9	11	10	
10	Illnesses and diseases	1	2	1	4	

Leave rows 3 and 5 open

[15]

QUESTION 4 **TIME: 30 MINUTES**

Open the spreadsheet you created in QUESTION 3 and complete the changes as indicated. (1)

4.1 Change the question number from QUESTION 3 to QUESTION 4. (1)

4.2 Change the heading to font Bernard MT Condensed size **18.** (1)

4.3 Bold the second heading. (1)

4.4 Merge and centre both headings over columns A–F. (2)

4.5 Insert the column heading **AVERAGE** in column F in bold as indicated. (1)

4.6 Insert Relocate/Deaths in row 11 as indicated. (1)

4.7 Insert the new text TOTAL PER CAMPUS in row 12 in bold and align right. (2)

4.8 Change the appearance of the column headings to bold. (1)

4.9 Calculate the amounts for cells marked with arrows on the table below using the correct formulae:

A **AVERAGE** = **TOTAL PER REASON** divided by 4**.** (5)

B **TOTAL PER CAMPUS** = the sum of each campus**.** (4)

4.10 Display ALL values integers without decimals. (1)

4.11 Insert horizontal and vertical lines. (1)

4.12 Adjust the column widths to display ALL the information. Do not use the fit-to-page function. (1)

4.13 Save the spreadsheet as QUESTION 4 or according to the college examination regulations. (1)

4.14 Print the spreadsheet without row and column headings on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

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	A	B	C	D	E	F	G
1	EXAMINATION NUMBER				QUESTION 4		
2	**COLLEGE STATISTICS FOR ABSENTEES AND DROP-OUTS**						
3							
4	**AS PER CAMPUS FOR THE YEAR 2014**						
5							
6	**REASON**	**Campus1**	**Campus2**	**Campus3**	**Campus4**	**AVERAGE**	
7	Lack of interest	12	8	14	4	A	
8	Poverty causes	15	22	16	6		
9	Assessments and exams only	10	9	11	10		
10	Illnesses and diseases	3	1	7	4		
11	Relocate/Deaths	1	2	1	4		
12	TOTAL PER CAMPUS	B →	→	→	→		

Merge and centre both headings

INSERT A NEW ROW

Use the correct formulae to calculate amounts for cells indicated with arrows

[25]

TOTAL SECTION B: 40

SECTION C: POWERPOINT

QUESTION 5 **TIME: 24 MINUTES**

You are required to create a slide show of FOUR slides using MS PowerPoint.

Create the slides according to the instructions below. (4)

5.1 SLIDE 1: Title slide

5.1.1 Change the font type of the title to Britannic Bold size 54. (1)

5.1.2 Insert QUESTION 5 and your EXAMINATION NUMBER as indicated below. (2)

5.1.3 Underline the title of the slide as indicated. (1)

5.2 SLIDE 2: Title and content

5.2.1 Underline and bold both subheadings as indicated. (2)

5.2.2 Centre-align all text. (1)

5.3 SLIDE 3: Two-content

5.3.1 Use the font type Arial Narrow size 28. (1)

5.3.2 Insert bullets in the left column as indicated. (1)

5.3.3 Right align the content in the left column as indicated. (1)

5.3.4 Number the content in the right column as indicated. (1)

5.4 SLIDE 4: Title only

5.4.1 Use the font Arial Black size 56. (2)

5.4.2 Change the sentence starting with “Think before …” to italics as indicated. (1)

5.5 Save the presentation as QUESTON 5 or according to the college examination regulations. (1)

5.6 Print the presentation as a handout with TWO slides per page on TWO portrait pages and place them in your EXAMINATION FOLDER. (1)

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SLIDE 1: TITLE SLIDE

Ethical and moral behaviour

Do you know the difference between ethical and moral behaviour?

QUESTION 5
EXAMINATION NUMBER

Insert QUESTION 5 and your EXAMINATION NUMBER

SLIDE 2: TITLE AND CONTENT SLIDE

Ethical behaviour involves respect, honesty, fairness, equality, dignity, diversity and individual rights. This kind of behaviour is very appropriate in the business world.

Moral behaviour is the ability to judge between what is right and what is wrong. We learn this behaviour through family members and the communities we live in.

Underline and bold the subheadings as indicated

Centre-align ALL information

SLIDE 3: TWO-CONTENT SLIDE:

Use font Arial Narrow size 28

EXAMPLES OF UNETHICAL AND MORAL BEHAVIOUR

- Lying and stealing
- Gossiping
- Taking credit for work you did not do
- Cheating in exams and assessments
- Copying from the internet and presenting it as your own work

1. Doing the right thing
2. Performing good deeds for others
3. Sharing
4. Honesty
5. Respecting others' property

Use bullets and right-align text in the left column

Number text in the right column

SLIDE 4: TITLE ONLY SLIDE:

Your behaviour reflects where you come from.

Use font Arial Black size 56

Change text to italics

THINK BEFORE YOU ACT!!!

[20]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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