higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION
(Second paper)
NQF LEVEL 2

(7601012)

17 February 2020 (X-paper)
09:00–11:00

This question paper consists of 11 pages.

001Q2S2017

Copyright reserved

TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.

1. Read all the questions carefully.

2. Use appropriate application programs and put the PRINTOUTS in your EXAMINATION FOLDER.

3. The time allocated for this question paper includes reading and printing time.

4. The time indicated at the beginning of each question is a guideline to help you finish the question paper in 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 allowed 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. Calculators may not be used.

8. The EXAMINATION NUMBER and CENTRE NUMBER must be written on the cover page of the EXAMINATION FOLDER and the software version must be indicated at the top of the cover page (e.g. MS Office 2007).

9. All PRINTOUTS must have the QUESTION NUMBER, EXAMINATION NUMBER and a consistent watermark.

10. EXAMINATION NUMBERS in writing are not acceptable.

11. Marks will not be awarded for any PRINTOUT without an EXAMINATION NUMBER and a watermark.

12. 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.

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

Copyright reserved

SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 20 MINUTES**

You have to investigate the impact sexual encounters have on students.

1.1 Use MS Word to prepare a document titled RISKY SEXUAL ENCOUNTERS using the information below. (7)

1.2 Set the font to Calibri size 14. (2)

1.3 Insert a header with your EXAMINATION NUMBER left-aligned and QUESTION 1 in upper case and right-aligned as indicated below. (3)

1.4 Change the font of the main heading to Bodoni MT Black size 18. (2)

1.5 Change the main heading to upper case and underline it. (2)

1.6 Underline the two common examples of risky sexual encounters. (2)

1.7 Save the document as QUESTION 1 in accordance with your college examination regulations.

1.8 Print the document on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

EXAMINATION NUMBER QUESTION 1

RISKY SEXUAL ENCOUNTERS

1. There are situations and/or environments in which people are more likely to be at risk of risky sexual experiences. These experiences can harm you. Knowing what these situations are can help you to avoid them.

2. These risky encounters are dangerous and could lead to something bad and unpleasant. Risky encounters could develop into situations with unforeseen and unexpected consequences. It may affect a person emotionally, financially and physically and have an impact on your future goals and dreams. Unwanted pregnancies and sexually transmitted infections are some of the most common examples of such behaviour.

[20]

Copyright reserved

QUESTION 2 **TIME: 28 MINUTES**

2.1 Open the document saved as RISKY 1 and edit it according to the instructions below. (3)

2.2 Change the question number to 2. (1)

2.3 Italicise the heading. (1)

2.4 Right-align the first paragraph as indicated on the next page. (1)

2.5 Change the second paragraph to font type Baskerville Old Face size 16. (2)

2.6 Bold the two 'risky encounters' phrases in paragraph 2. (2)

2.7 Insert the new text as indicated on the next page. (2)

2.8 Change the new heading to Arial Narrow size 16, bold. (3)

2.9 Number the newly inserted text under the heading HOW TO PREVENT …. as indicated. (1)

2.10 Change the numbered text to Bradley Hand size 14 as indicated. (2)

2.11 Save the document as QUESTION 2 in accordance with your college examination regulations.

2.12 Print the document on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

Copyright reserved

EXAMINATION NUMBER QUESTION 2

RISKY SEXUAL ENCOUNTERS

There are situations and/or environments in which a people are more likely to be at risk of risky sexual experiences. These experiences can harm you. Knowing what these situations are can help you to avoid them.

These **risky encounters** are dangerous and could lead to something bad and unpleasant. **Risky encounters** could develop in situations with unforeseen and unexpected consequences. It may affect a person emotionally, financially and physically, and have an impact on your future goals and dreams. Unwanted pregnancies and sexually transmitted infections are some of the most common examples of such behaviour.

HOW TO PREVENT THE RISK OF UNWANTED SEXUAL ACTIVITIES.

1. Take your drink with you, do not leave it on the counter.
2. Do not accept any drinks from strangers.
3. Avoid walking alone in isolated places.
4. Do not hang out with much older men.
5. Do not accept lifts from strangers.
6. Do not go home with someone you do not know well.

[20]

TOTAL SECTION A: 40

Copyright reserved

SECTION B: SPREADSHEET

QUESTION 3 **TIME: 18 MINUTES**

Use MS Excel to create a spreadsheet to compare the different risky sexual behaviour in two different provinces.

3.1 Key in the spreadsheet accurately and display it as instructed below. Do not key in the row and column headings (borders). They are only inserted to indicate which cells should be used. (4)

3.2 Use the font Candara size 12. (2)

3.3 Type QUESTION 3 in capital letters in A1 and your EXAMINATION NUMBER in A2 as indicated. Format the cell where necessary. (2)

3.4 Change the font of the heading to Cooper Black size 18. (2)

3.5 Merge and centre all column headings in row 6. (1)

3.6 Change the column headings in row 6 to size 16. (1)

3.7 Adjust the column width where necessary to ensure that all information is clearly visible. (1)

3.8 Save the document as QUESTION 3 in accordance with your college examination regulations.

3.9 Print the spreadsheet without row and column headings on ONE A4 portrait page. Place the PRINTOUT in your EXAMINATION FOLDER. (2)

	A	B	C	D	E
1	QUESTION 3				
2	EXAMINATION NUMBER				
3					
4	**RISKY SEXUAL BEHAVIOUR**				
5					
6	RISKY BEHAVIOUR	EASTERN CAPE		NORTH-WEST	
7		SELIOT HIGH	MONTRI HIGH	BADIEN HIGH	SNOWO HIGH
8	Sex without protection	2	6	2	5
9	Mouth-to-genital contact	12	5	8	25
10	Prostitution	1	3	2	3
11	Having multiple sex partners	44	68	43	90
12	Anal sex	2	4	1	2
13	Drugs and sex	2	6	9	4

[15]

QUESTION 4 **TIME: 30 MINUTES**

Open the spreadsheet you created in QUESTION 3 and make the changes indicated below. (3)

4.1 Change QUESTION 3 to QUESTION 4. (1)

4.2 Insert the new column (TOTAL RISK) and rows (TOTAL PER HIGH SCHOOL and AVERAGE SNOWO HIGH) in bold as indicated on the next page. (3)

4.3 Merge and centre the main heading over A4–F4. (1)

4.4 Change all column headings in row 6 to bold. (1)

4.5 Change the names of schools in row 7 to italics, right-aligned and underlined. (3)

4.6 Change the types of RISKY BEHAVIOUR (A8–A13) to Arial Narrow size 14. (2)

4.7 Insert the formulae where letters of the alphabet appear to do the following calculations:

A TOTAL RISK = SUM of RISKY BEHAVIOUR across 4 schools

B TOTAL PER HIGH SCHOOL = SUM of all risky behaviour per school

C AVERAGE SNOWO = Total of SNOWO divided by 6. (You may use the Average function).

(3 × 2) (6)

4.8 Display all figures as numbers with no decimals. (1)

4.9 Insert horizontal and vertical lines as indicated. (1)

4.10 Adjust the column widths where necessary to ensure that all information is clearly visible. (1)

4.11 Save the document as QUESTION 4 in accordance with your college examination regulations.

4.12 Print the spreadsheet with row and column lines on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

Copyright reserved

	A	B	C	D	E	F
1	QUESTION 4					
2	EXAMINATION NUMBER					
3						
4	**RISKY SEXUAL BEHAVIOUR**					
5						
6	**RISKY BEHAVIOUR**	**EASTERN CAPE**		**NORTH-WEST**		**TOTAL RISK**
7		**SELIOT HIGH**	**MONTRI HIGH**	**BADIEN HIGH**	**SNOWO HIGH**	
8	Sex without protection	2	6	2	5	**A**
9	Mouth to genital contact	12	5	8	25	
10	Prostitution	1	3	2	3	
11	Having multiple sex partners	44	68	43	90	
12	Anal sex	2	4	1	2	
13	Drugs and sex	2	6	9	4	
14						
15	**TOTAL PER HIGH SCHOOL**	**B**				
16						**C**
17	**AVERAGE SNOWO HIGH**					

Merge and centre heading

Bold and centre all column headings.

Insert rows in bold.

[25]

TOTAL SECTION B: 40

SECTION C: POWERPOINT

QUESTION 5 **TIME: 24 MINUTES**

Create a slide show presentation of THREE slides using MS PowerPoint.

5.1 Key in the text for the THREE slides accurately. (3)

5.2 Slide 1: Title slide (1)

5.2.1 Change the font of the heading to Lucida Handwriting size 50. (2)

5.2.2 Type your EXAMINATION NUMBER and QUESTION 5 in capital letters as indicated below. (2)

5.3 Slide 2: Two-content (1)

5.3.1 Change the font of the heading to Bernard MT Condensed size 50 and centre. (3)

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

5.3.3 Number the contents in the right column as indicated. (1)

5.4 Slide 3: Title only (1)

5.4.1 Change the type of the title to Arial Rounded size 62. (2)

5.4.2 Centre-align the content of the slide. (1)

5.5 Save the presentation as QUESTION 5 in accordance with your college examination regulations.

5.6 Print the slide as a HANDOUT with all three slides on ONE page and place it in your EXAMINATION FOLDER. (2)

Copyright reserved

SLIDE 1: *Title Slide*

RISKY SEXUAL BEHAVIOUR

TITLE: *Lucida Handwriting size 50*

EXAMINATION NUMBER
QUESTION 5

Insert EXAMINATION NUMBER and QUESTION 5 in capital letters on the next line.

SLIDE 2: *Title Slide*

TITLE: *Bernard MT Condensed Size 50*

SIGNS OF RISKY SEXUAL BEHAVIOUR

- Going to parties with people you don't know well
- Leaving drinks unattended
- Alcohol binging
- Accepting lifts from strangers
- Walking home alone at night

1. Go out with people you know.
2. Take your drink with you.
3. Do not drink too much.
4. Phone a friend or family.
5. Walk in a group or phone a taxi.

Right column numbered

Left column bulleted

SLIDE 3: Title Only

TITLE: Arial Rounded size 62

Love yourself enough to care about your life. You only have one life, treasure it!

Centre the content.

[20]

TOTAL SECTION C: 20
GRAND TOTAL: 100

Copyright reserved