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)

28 October 2019 (X-Paper)
09:00–11:00

This question paper consists of 10 pages.

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TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer ALL FIVE questions in this question paper.
2. Read ALL the questions carefully.
3. Use appropriate application programs and include ALL your PRINTOUTS in your EXAMINATION FOLDER.
4. The time indicated at the beginning of each question is a guideline to help you finish the question paper in time.
5. The time allocated for this question paper includes printing time.
6. 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.
7. 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.
8. Spell check may be used. Calculators may NOT be used.
9. The EXAMINATION NUMBER and CENTRE NUMBER must be written correctly 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).
10. Ensure that every printout displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed as NO MARKS will be awarded for any printouts without an EXAMINATION NUMBER and a WATERMARK.
11. An EXAMINATION NUMBER in writing is NOT acceptable.
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.
14. Print on ONE side of the paper only.

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SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 20 MINUTES**

You are required to create an MS Word document that will be used to educate students on how to keep track of their study progress.

1.1 Use MS Word to key in the document as indicated below. (6)

1.2 Set the font to Comic Sans MS, size 12. (2)

1.3 Key in your EXAMINATION NUMBER on the first line and key in QUESTION 1 on the second line. Both must appear in UPPER CASE and be centre-aligned as indicated below. (3)

1.4 Change the font type of the main heading to Bodoni MT Black, size 14 and right-aligned. (3)

1.5 Bold and underline the main heading as indicated. (2)

1.6 Change the display of the second heading, '*Ways of tracking your academic progress*', to italics. (1)

1.7 Insert bullets for information under the second heading using the same bullet type as indicated. (1)

1.8 Save the document as TRACK 1 in accordance with your college examination regulations.

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

[20]

EXAMINATION NUMBER
QUESTION 1

HOW TO TRACK YOUR ACADEMIC PROGRESS

To track your academic progress means that you are keeping an eye on your results. It is absolutely necessary if you want to see whether or not your studying methods are working.

Ways of tracking your academic progress:

- Review last semester's goals/achievements, challenges.
- List your goals for this semester.
- Make a note of your action plan to achieve each goal.
- With whom will you discuss your progress?
- Reflection process will assist you with when and how to achieve your goals.

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QUESTION 2 **TIME: 28 MINUTES**

Open the document you saved as TRACK 1 and edit it according to the instructions given below. (5)

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

2.2 Edit the main heading to appear in font type Elephant, size 16. (2)

2.3 Underline the second heading '*Ways of tracking your academic progress*'. (1)

2.4 Change the second heading '*Ways of tracking your academic progress*' to bold and upper case. (2)

2.5 Delete the word 'TRACKING' in the second heading and replace it with the word 'EVALUATING'. (1)

2.6 Insert a new text 'Make a list of your shortcomings of the previous semester' to appear as the last bulleted line, as shown below. (1)

2.7 Replace the bullets with numbers, as indicated below. (1)

2.8 Insert the new paragraph at the end of the document, as indicated. (1)

2.9 Edit the newly inserted paragraph to appear in font type Century Gothic, size 14 and centre-aligned. (3)

2.10 Save the document as TRACK 2 in accordance with your college examination regulations.

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

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EXAMINATION NUMBER
QUESTION 2

U/C, Elephant size 16

HOW TO TRACK YOUR ACADEMIC PROGRESS

To track your academic progress means that you are keeping an eye on your results. It is absolutely necessary if you want to see whether or not your studying methods are working.

Replace TRACKING with EVALUATING

WAYS OF TRACKING YOUR ACADEMIC PROGRESS:

Replace bullets with numbers.

- Review last semester's goals/achievements, challenges.
- List your goals for this semester.
- Make a note of your action plan to achieve each goal.
- With whom will you discuss your progress?
- Reflection process will assist you with when and how to achieve your goals.
- 'Make a list of your shortcomings of the previous semester.'

Insert last line.

With these steps you will acknowledge that everyone has different talents and aspirations. You will revisit your goals of the previous semester and comment on how well you progressed to achieve them.

Insert new paragraph; Font Century Gothic, Size 14 and centre-aligned.

TOTAL SECTION A: 40

SECTION B: SPREADSHEET

QUESTION 3 **TIME: 18 MINUTES**

Your Life Orientation lecturer has encouraged students to continuously keep track of their academic progress. Now he has requested individual students to present their progress for SEMESTER 1 and SEMESTER 2 on a spreadsheet. Use MS Excel to create your spreadsheet using the information given below.

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

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

3.3 Use the font type Century Gothic, size 12. (2)

3.4 Merge and centre SEMESTER 1 over cells B6-C6 and SEMESTER 2 over D6–E6 as indicated. (2)

3.5 Adjust the column width where necessary to ensure that ALL information is clearly visible (can be read). (1)

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

3.7 Print the spreadsheet WITHOUT row and column headings on ONE A4 portrait page. Place the PRINTOUT in your EXAMINATION FOLDER. (3)

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	A	B	C	D	E
1	EXAMINATION NUMBER				
2	QUESTION 3				
3					
4	MY PROGRESS TRACKING COMPARISON				
5					
6	SUBJECT	SEMESTER 1		SEMESTER 2	
7		GOAL	ACTUAL	GOAL	ACTUAL
8	Life Orientation	82	95	90	88
9	English	75	70	70	81
10	Mathematics	50	32	45	49
11	Workshop Practice	70	70	75	74
12	Electrical Principles and Practice	65	66	65	67
13					

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

4.3 Insert a new column with heading 'DIFFERENCE' and merge and centre it across F6 and G6, as indicated below. (2)

4.4 Insert SEM 1 and SEM 2 to appear in F7 and G7, as indicated. (2)

4.5 Merge and centre the main heading across columns A4 to G4. (1)

4.6 Format the column headings to appear bold, italics and right-align. (3)

4.7 Insert the new subject 'Physical Science' in row 12 with its accompanying figures. (2)

4.8 Insert the formula where the corresponding letter of the alphabet appears to do the following calculations:

A SEM 1 = ACTUAL of Semester 1 **minus** GOAL of Semester 1. (1)
B SEM 2 = ACTUAL of Semester 2 **minus** GOAL of Semester 2. (1)
C AVERAGE SEMESTER 1 = ACTUAL of Semester 1 **divided** by 6. (1)
D AVERAGE SEMESTER 2 = ACTUAL of Semester 2 **divided** by 6. (1)

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

4.10 Adjust the column width where necessary to ensure that all information is clearly visible (can be read). (1)

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

4.12 Print the spreadsheet WITHOUT row and column headings on ONE A4 page in landscape and place the PRINTOUT in your EXAMINATION FOLDER. (3)

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	A	B	C	D	E	F	G
1	EXAMINATION NUMBER						
2	QUESTION 4						
3							
4	**MY PROGRESS TRACKING COMPARISON**						
5							
6	***SUBJECT***	***SEMESTER 1***		***SEMESTER 2***		***DIFFERENCE***	
7		**GOAL**	**ACTUAL**	**GOAL**	**ACTUAL**	**SEM 1**	**SEM 2**
8	Life Orientation	82	95	90	88	**A**	**B**
9	English	75	70	70	81		
10	Mathematics	50	32	45	49		
11	Workshop Practice	70	70	75	74		
12	Physical Science	55	45	55	50		
13	Electrical Principles and Practice	65	66	65	67		
14							
15	**AVERAGE SEMESTER 1**		C				
16	**AVERAGE SEMESTER 2**				D		

Merge and centre heading

Column headings: bold, italics & right-aligned

Insert new row: Physical Science

TOTAL SECTION B: 40

SECTION C: POWERPOINT

QUESTION 5 **TIME: 24 MINUTES**

5.1 Create THREE slides according to the instructions given below. Use the following layout to design the slides. Key in the text for the THREE slides accurately. (6)

5.2 SLIDE 1: TITLE SLIDE

5.2.1 Type your EXAMINATION NUMBER and QUESTION 5 as subtitle in capital letters and centre, as indicated below. (3)

5.2.2 Change the font of the heading to Broadway, size 60. (2)

5.3 SLIDE 2: TWO COLUMNS

5.3.1 Format the title to be right-aligned. (1)

5.3.2 Insert bullets in the left column with information appearing in italics, as indicated below. (2)

5.3.3 Insert numbers in the right column with the information appearing in bold, as indicated below. (2)

5.4 SLIDE 3: TITLE AND CONTENT

5.4.1 Centre-align the title of the slide. (1)

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

5.5 Save the presentation as COACH5 in accordance with your college examination regulations.

5.6 Print the slide as a HANDOUT with all three slides on one A4 PORTRAIT page and place it in the EXAMINATION FOLDER. (2)

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Slide 1: Title slide

Font: Broadway size 60

STEPS TO TRACK MY PROGRESS

QUESTION 5 in Capital letters

EXAMINATION NUMBER
QUESTION 5

Slide 2: Two Column

Title right-aligned

STUDY IS THE KEY TO SUCCESS

Right column numbered and bold

- *Sign a contract with yourself to stay committed.*
- *Record the marks you are aiming to accomplish.*
- *Draw up a study plan.*
- *Identify time-wasters.*

Left column bulleted and italics

1. **Avoid last-minute studying.**
2. **Break your studies up into sections to make studying systematic.**
3. **Remove all distractions and interferences.**
4. **Do not use substances.**
5. **Get enough sleep.**

Slide 3: Title and content

SLEEP IS COMPULSORY FOR GOOD PERFORMANCE

The key to learning something new is repetition over a period of time and lots of sleep in between.

Right-align content centred.

TOTAL SECTION C:	**20**
GRAND TOTAL:	**100**

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