higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY
(Second paper)
NQF LEVEL 2

(7601042)

16 November 2020 (X-paper)
09:00–11:00

This question paper consists of 11 pages.

003Q2N2020

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TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Read all the questions carefully.
2. This question paper consists of 5 questions. Answer ALL the questions. Use appropriate application programs and insert PRINTOUTS in your EXAMINATION FOLDER.
3. The time indicated at the beginning of each question is a guideline to help you finish the question paper in time.
4. The time allocated for this question paper includes reading and 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 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. The spelling checker may be used.
8. Number your PRINTOUTS according to the numbering system used in this question paper.
9. 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 2013).
10. Ensure that every PRINTOUT displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.
11. A written EXAMINATION NUMBER is NOT acceptable.
12. Marks will NOT be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER and a WATERMARK.
13. Submitted PRINTOUTS must be arranged in the same order as the questions in the question paper. Only ONE PRINTOUT per question may be handed in.
14. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.

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SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 20 MINUTES**

As a new member of the college's Higher Health Committee, you are required to create a MS Word document about the Higher Health Programme. The aim of the document is to educate students about the programme and its key pillars.

1.1 Use MS Word to key in the document as indicated below. Accurately key-in the contents of the document (marks will be deducted for spelling errors, word and letter spaces and other errors). (12)

1.2 Set the font type to Arial size 12. (2)

1.3 Insert your EXAMINATION NUMBER (left-aligned) and QUESTION 1 (right-aligned) in the first line. (1)

1.4 Edit the main heading, Higher Health Programme, to appear in Arial Black and centred. (2)

1.5 Insert bullets to display four bulleted sentences as indicated. (1)

1.6 Save the document as QUESTION 1 according to your college examination regulations.

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

[20]

EXAMINATION NUMBER QUESTION 1

Higher Health Programme

Main heading: Arial Black, Centred

The Higher Education and Training Health Wellness and Development Centre (HIGHER HEALTH) previously known as HEAIDS, is an implementing agency of the Department of Higher Education and Training (DHET). The programme operates under the governance of the country's public universities and TVET colleges to support students' health, wellness and development. Its mission consists of four main pillars, outlined as follows:

Insert bulleted sentences

- Engaging in wide-ranging resource mobilisation for its activities and operations.
- Monitoring and evaluating its impact in the field of student health, wellness and development.
- Developing and establishing capacity within PSET institutions in the field of student health, wellness and development.
- Overseeing the implementation of relevant service delivery programmes.

Font type: Arial, Size 12

QUESTION 2 **TIME: 28 MINUTES**

Open the document you saved as HIGHER HEALTH and edit it according to the instructions given below.

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

2.2 Edit the main heading to appear in UPPERCASE and as follows: HIGHER HEALTH PROGRAMME: I AM RESPONSIBLE FOR MY OWN HEALTH. (1)

2.3 Change the font type of the edited heading to Algerian, size 16. (2)

2.4 Underline the words, Higher Education and Training Health Wellness and Development Centre, using the underline type shown below. (1)

2.5 Edit words in pillar NO.1, 'Engaging in wide-ranging …', to appear in italics. (1)

2.6 Edit the words in pillar NO.3, 'Developing and establishment …', To appear in bold. (1)

2.7 Replace the bulleted list with numbered list on the four pillars as indicated below. (1)

2.8 Use the alignment function to centre-align all pillars. (1)

2.9 Delete the word, 'Overseeing', in pillar NO.4 and replace it with the word, 'Supervising'. (2)

2.10 Insert the new text as shown below. (3)

2.11 Edit the newly inserted heading, 'The following are the main services …', to appear in font type, Arial Black, and upper case. (2)

2.12 Edit the bulleted text in the newly inserted text to appear in bold and right-aligned. (2)

2.13 Save the document as QUESTION 2 according to your college examination regulations.

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

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Change to QUESTION 2

EXAMINATION NUMBER QUESTION 2

Higher Health Programme

Text: Algerian, Size 16

Underline as indicated

The Higher Education and Training Health Wellness and Development Centre (HIGHER HEALTH) previously known as HEAIDS, is an implementing agency of the Department of Higher Education and Training (DHET). The programme operates under the governance of the country's public universities and TVET colleges to support students' health, wellness and development. Its mission consists of four main pillars, outlined as follows:

Pillar 1: Italics

Replace bullets with numbers

Centre-align all pillars

1) Engaging in wide-ranging resource mobilisation for its activities and operations.

2) Monitoring and evaluating its impact in the field of student health, wellness and development.

3) Developing and establishing capacity within PSET institutions in the field of student health, wellness and development.

Pillar 3: BOLD

4) Overseeing the implementation of relevant service delivery programmes.

Heading: Arial Black, UC

Insert new text

The following are the main services of HIGHER HEALTH:

- ✓ HIV testing services
- ✓ Medical male circumcision
- ✓ Contraception
- ✓ Pre-exposure prophylaxis
- ✓ Non-communicable diseases
- ✓ GBV & mental health
- ✓ Antiretroviral treatment for HIV

Bulleted text: Bold & R\A

TOTAL SECTION A: 40

SECTION B: SPREADSHEET

QUESTION 3 **TIME: 18 MINUTES**

Use MS Excel to create a spreadsheet using the information given below.

3.1 Key in the information in the spreadsheet accurately and display it as instructed below (marks will be deducted for spelling errors, word and letter spaces and other errors). Do not key in the row and column headings (borders). They were only inserted to indicate which cells should be used. (6)

3.2 Type your EXAMINATION NUMBER on the left and QUESTION 3 on the right in row 1 as indicated below. Format the cell where necessary. (2)

3.3 Use the font type Arial, size 10. (2)

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

3.5 Display the numbers in Column B and C as integers with no decimals. (1)

3.6 Save the document as QUESTION 3 according to your college examination regulations.

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

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Exam No : Left – Row 1

Question 3 No : Right – Row 1

	A	B	C
1	EXAMINATION NUMBER		QUESTION 3
2			
3	HIV/AIDS PROVINCIAL TESTING DRIVE FOR COLLEGE STUDENTS		
4	NAME OF	NUMBER OF SUDENTS	NUMBER OF STUDENTS
5	THE PROVINCE	ENROLLED	TESTED
6			
7	EASTERN CAPE	8585	3278
8	GAUTENG	6215	2056
9	NORTH WEST	4975	1845
10	KWAZULU-NATAL	4875	1754
11	LIMPOPO	2879	1495
12	FREE STATE	2021	1011

Font type: Arial Size 10

Column B and C as integers- no decimals

QUESTION 4 **TIME: 30 MINUTES**

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

4.1 Change QUESTION 3 to QUESTION 4. (1)

4.2 Insert new text as indicated below. Accurately key in the information (marks will be deducted for omissions and spelling mistakes). (5)

4.3 Change the font of the main heading to ARIAL BLACK, size 12. (2)

4.4 Merge and centre main heading across columns A3 to C3. (1)

4.5 Edit all column headings to appear centred and in bold. (2)

4.6 Underline ALL column headings. (1)

4.7 Delete the entire row containing information about the North West. (1)

4.8 Create a new row and add Northern Cape with accompanying figures as indicated below. (1)

4.9 Use the alignment function to right-align names of the provinces. (1)

4.10 Insert formulas where the corresponding alphabet letters appear to do the following calculations:

A TOTAL OF STUDENTS ENROLLED = **Sum** of all STUDENTS ENROLLED.

B TOTAL OF STUDENTS TESTED = **Sum** of all STUDENTS TESTED.

C AVERAGE OF STUDENTS ENROLLED = **Average** of STUDENTS ENROLLED

D HIGHEST STUDENTS TESTED = **Max** of STUDENTS TESTED PER PROVINCE

E DIFFERENCE BETWEEN NO. ENROLLED and NO. TESTED = NUMBER OF STUDENTS ENROLLED minus NUMBER OF STUDENTS TESTED.

(5 × 1) (5)

4.11 Display all figures as integers without decimal places. (1)

4.12 Edit the newly inserted text and calculated figures to appear in italics. (1)

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

4.14 Save the document as QUESTION 4 according to your college examination regulations.

4.15 Print the spreadsheet without row and column headings on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

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Merge & Centre

Main heading : Arial Black, Size 12

Centre, Bold & Underline

	A	*B*	*C*
1	*EXAMINATION NUMBER*		*QUESTION 4*
2			
3	HIV/AIDS PROVINCIAL TESTING DRIVE FOR COLLEGE STUDENTS		
4	NAME OF	NUMBER OF SUDENTS	NUMBER OF STUDENTS
5	THE PROVINCE	ENROLLED	TESTED
6			
7	EASTERN CAPE	8585	3278
8	GAUTENG	6215	2056
9	NORTH-WEST *Delete row*	4975	1845
10	KWAZULU-NATAL	4875	*1754*
11	NORTHERN CAPE *Insert row*	3942	1632
12	LIMPOPO	2879	1495
13	FREE STATE	2021	1011
14			
15	Total students enrolled	**A**	
16	Total of Students tested		***B***
17	Average of Students enrolled	**C**	
18	Highest Students tested		***D***
19	Difference between number enrolled and number tested		***E***

Right Align contents

Text in Italics

Horizontal & vertical lines

[25]

TOTAL SECTION B: 40

SECTION C: POWERPOINT

QUESTION 5 **TIME: 24 MINUTES**

You have been tasked to do a presentation about HIV/AIDS during the World AIDS day to be held at the community centre. Use MS PowerPoint to prepare your presentation using the information given below.

5.1 Use MS Power Point and key in the information below to create your slides (3)

5.2 **SLIDE 1: TITLE ONLY**

5.2.1 Insert a title only slide and key in the relevant information as indicated below. (1)

5.2.2 Format the title to appear in font type Bodoni MT Black, size 60. (2)

5.2.3 Underline the title of the slide. (1)

5.3 **SLIDE 2: COMPARISON SLIDE**

5.3.1 Insert a comparison slide and key in the relevant information as indicated below.

5.3.2 Format the title of the slide to appear in font type Algerian. Use any suitable font size.

5.3.3 Key in information with, TRANSMISSION OF HIV, as sub-title in the left column and PREVENTION OF HIV, as sub-title in the right column..

5.3.4 Edit the two sub-titles to appear right-aligned.

5.3.5 Edit the information in the left column to appear in italics.

5.3.6 Edit the information in the right to appear in bold. (6 × 1) (6)

5.4 **SLIDE 3: TITLE AND CONTENT**

5.4.1 Insert a title and content slide and key in the relevant information as indicated below. (1)

5.4.2 Edit the title to appear in font type Cooper Black, size 40 and centre-aligned. (3)

5.4.3 Insert a bulleted list for the content using the bullet type as indicated. (1)

5.5 Insert a footer with QUESTION 5 and EXAMINATION NUMBER to appear on all three slides. (2)

5.6 Save your presentation as QUESTION 5 according to your college regulations.

5.7 Print the presentation as 3 slide handouts on ONE page and place the PRINTOUT in your examination folder. (1)

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SLIDE 1: TITLE ONLY

FIRST THINGS FIRST (FTF) PROGRAMME

Title : Bodoni MT Black, Size 60

Underline Title

QUESTION 5

EXAMINATION NO

SLIDE 2: COMPARISON SLIDE

HUMAN IMMUNO DEFICIENCY VIRUS (HIV) *(Title)*

Slide font type : Algerian

TRANSMISSION OF HIV

Sub-title : R\A

– Direct contact with body fluids
– Unprotected sex
– Transfusion of contaminated blood
– Breastfeeding

(*Information to be in left column)*

PREVENTION FOR HIV

Sub-title : R\A

– Abstain
– Be faithful to one partner
– Condomise

(*Information to be in the right column)*

QUESTION 5

EXAMINATION NO

SLIDE 3: TITLE AND CONTENT

FIVE FOUNDATION OF EFFECTIVE HIV TESTING SERVICE

Cooper Black, Size 40
Centre-aligned

- ✓ Consent
- ✓ Confidentiality
- ✓ Counselling
- ✓ Correct results
- ✓ Connection

Insert a bulleted list

QUESTION 5

EXAMINATION NO

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

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