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)

**25 October 2018 (X-Paper)**
**09:00–11:00**

**This question paper consists of 11 pages.**

NCWZ

**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 include your 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 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 is 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 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).
9. 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.
10. An EXAMINATION NUMBER in writing is NOT acceptable.
11. 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.
12. The answer to each question must be printed on a separate sheet of paper.
13. Use ONE side of the paper only.

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## SECTION A: WORD PROCESSING

**QUESTION 1** **TIME: 18 MINUTES**

You are required to create an MS Word document about HEAIDS.

1.1 Use MS Word to key in the document as indicated below. (2)

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

1.3 Key in your EXAMINATION NUMBER and QUESTION 1 on the first line, in capital letters and centre. (2)

1.4 Right align the first paragraph. (1)

1.5 Save the document as HEAIDS1 according to your college examination regulations.

1.6 Print the document on one A4 portrait page and place the printout into your EXAMINATION FOLDER. (1)

Accuracy (7)

NCM

EXAMINATION NUMBER QUESTION 1

HEAIDS

Young South Africans, particularly those studying at institutions of higher learning face many health-related risks. This includes HIV/AIDS and TB infections, unwanted pregnancies and substance abuse, amongst others. It is for this reason that the Department of Higher Education and Training (DHET) started the Higher Education and Training HIV/AIDS programme, popularly known as HEAIDS.

HEAIDS is a national programme designed to develop and support general health and wellness efforts at the country's public universities and TVET colleges. The programme aims to increase knowledge, get rid of misinformation and encourage young people to remain healthy through regular screening and testing of ailments such as HIV, TB and STIs. To ensure that it reaches as many young people as possible, the programme is being facilitated by Universities South Africa (USAF) in partnership with the South African College Principals Organisation (SACPO), the representative bodies of universities and 50 public TVET colleges respectively.

**[15]**

NCV

**QUESTION 2** **TIME: 30 MINUTES**

Open the document you saved as HEAIDS1 and edit it according to the instructions given below.

| | | |
|---|---|---|
| 2.1 | Change the question number to QUESTION 2. | (1) |
| 2.2 | Change the font of the main heading (HEAIDS), to Cooper Black size 18, underline and centre. | (4) |
| 2.3 | Insert a space between each letter of the heading. | (1) |
| 2.4 | Edit the sentence starting with, ‘ HEAIDS is a national programme designed to …' to appear in italics and bold. | (2) |
| 2.5 | Bold the words, 'South African College Principals Organisation'. | (1) |
| 2.6 | Insert the text as indicated below. | (3) |
| 2.7 | Insert diamond-shaped bullets. | (1) |
| 2.8 | Change the font of the inserted text to font type Palatino Linotype, size 14. | (2) |
| 2.9 | Underline the sentence at the last bullet starting with, 'Future Beats Youth …' | (1) |
| 2.10 | Set the line spacing of the original text to 1.5. | (1) |
| 2.11 | Copy the heading to the bottom of the document and right align. | (2) |
| 2.12 | Justify the whole document. | (1) |
| 2.13 | Save the document as HEAIDS2 according to your college examination regulations. | |
| 2.14 | Print the document on one A4 portrait page and place the printout into your EXAMINATION FOLDER. | (1) |
| | Accuracy | (4) |

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EXAMINATION NUMBER QUESTION 2

Change the heading to: Cooper Black size 18, underline and centre-align

Insert a space between each letter of the heading.

**HEAIDS**

Change the line spacing of the original text to 1.5

Young South Africans, particularly those studying at institutions of higher learning face many health-related risks. This includes HIV/AIDS and TB infections, unwanted pregnancies and substance abuse amongst others. It is for this reason that the Department of Higher Education and Training (DHET) started the Higher Education and Training HIV/AIDS programme, popularly known as HEAIDS.

Change the sentence into italics and bold

***HEAIDS is a national programme designed to develop and support general health and wellness efforts at the country's public universities and TVET Colleges.*** The programme aims to increase knowledge, get rid of misinformation and encourage young people to remain healthy through regular screening and testing of ailments such as HIV, TB and STIs. To ensure that it reaches as many young people as possible, the programme is being facilitated by Universities South Africa (USAF) in partnership with **South African College Principals Organisation** (SACPO), the representative bodies of universities and public TVET colleges respectively.

Insert Text

- First Things First HIV/TB/STI General Health & Wellness programme
- Academic Capacity Development programme
- Future Beats Youth Development and HIV prevention through campus radio and social media

Insert diamond shape bullets

Underline the sentence

Copy heading to the bottom of the page and right align

**HEAIDS**

**[25]**

**TOTAL SECTION A: 40**

## SECTION B: SPREADSHEET

**QUESTION 3** **TIME: 18 MINUTES**

Use MS Excel to create a spreadsheet as indicated below.

3.1 Key in the spreadsheet accurately and display it as indicated below. Adjust the column width where necessary to ensure that all information is clearly visible. DO NOT key in the row and column headings (borders). They were only inserted to indicate which cells should be used. (2)

3.2 Type your EXAMINATION NUMBER in row 1 cell A and QUESTION 3 in capital letters in row 1 cell D as indicated. Format a cell where necessary. (3)

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

3.4 Save the document as WORKSHOP1 according to your college examination regulations.

3.5 Print the spreadsheet WITHOUT row and column headings on ONE A4 portrait page. Place the printout into your EXAMINATION FOLDER. (3)

Accuracy (5)

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | **EXAMINATION NUMBER** | | | **QUESTION 3** | |
| 2 | | | | | |
| 3 | DEPARTMENT OF HIGHER EDUCATION AND TRAINING | | | | |
| 4 | THE LIFE ORIENTATION APPROACH | | | | |
| 5 | | | | | |
| 6 | **WORKSHOP EXPENSES** | | | | |
| 7 | ITEM DESCRIPTION | AMOUNT | | | |
| 8 | Venue hire | 2200 | | | |
| 9 | Catering | 9500 | | | |
| 10 | Facilitator | 3500 | | | |
| 11 | | | | | |
| 12 | **WORKSHOP INCOME** | | | | |
| 13 | PROVINCE | DELEGATES | | | |
| 14 | Gauteng | 68 | | | |
| 15 | Eastern Cape | 39 | | | |
| 16 | Free State | 17 | | | |
| 17 | Western Cape | 37 | | | |
| 18 | Mpumalanga | 21 | | | |
| 19 | Kwazulu-Natal | 26 | | | |

**[15]**

**QUESTION 4** **TIME: 30 MINUTES**

Open the spreadsheet you created and saved as WORKSHOP1 and make the following changes.

4.1 Change QUESTION 3 to QUESTION 4. (1)

4.2 Change the font of the main heading (DEPARTMENT OF HIGHER EDUCATION AND TRAINING) to Impact, size 16 and italics. (3)

4.3 Merge and left align the main heading across columns A3 to D3. Adjust the column width where necessary. (2)

4.4 Insert the column PRICE, it's accompanying figures and the column TOTAL as shown below. (3)

4.5 Change the appearance of the column headings to bold and centre. (1)

4.6 Insert the rows: TOTAL INCOME and TOTAL EXPENSES, as indicated on the spreadsheet. (2)

4.7 Move the subheading to row 21 as indicated below. (1)

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

A TOTAL EXPENSES = Sum of AMOUNT (1)

B TOTAL = Number of DELEGATES multiplied by PRICE per province (1)

C TOTAL INCOME = Sum of TOTAL for all provinces (1)

4.9 Display the figures for WORKSHOP EXPENSES and TOTAL EXPENSES, PRICE, TOTAL and TOTAL INCOME in South African (R) currency with two decimals. You will be penalised for using a currency other than that of South Africa. (1)

4.10 Insert horizontal and vertical lines using the method that you are familiar with. (2)

4.11 Change the column widths to display all the information. (1)

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

4.13 Print the spreadsheet WITHOUT row and column headings on ONE page A4 portrait and place the printout into your EXAMINATION FOLDER. (2)

Accuracy (3)

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| | A | B | C | D |
|---|---|---|---|---|
| 1 | EXAMINATION NUMBER | | | QUESTION 4 |
| 2 | | | | |
| 3 | ***DEPARTMENT OF HIGHER EDUCATION AND TRAINING*** | | | |
| 4 | *Change font to Impact, size 16 and bold. Merge and left align* | | | |
| 5 | WORKSHOP EXPENSES | | | |
| 6 | ITEM DESCRIPTION | AMOUNT | | |
| 7 | Venue hire | R 2 200,00 | | |
| 8 | Catering | R 9 500,00 | | |
| 9 | Facilitator | R 3 500,00 | | |
| 10 | TOTAL EXPENSES | A | | |
| 11 | | | | |
| 12 | WORKSHOP INCOME | | | |
| 13 | PROVINCE | DELEGATES | PRICE | TOTAL |
| 14 | Gauteng | 68 | R 150,00 | B |
| 15 | Eastern Cape | 39 | R 150,00 | B |
| 16 | Free State | 17 | R 150,00 | B |
| 17 | Western Cape | 37 | R 150,00 | B |
| 18 | Mpumalanga | 21 | R 150,00 | B |
| 19 | Kwazulu-Natal | 26 | R 150,00000 | B |
| 20 | TOTAL INCOME | | | C |
| 21 | THE LIFE ORIENTATION APPROACH | | | |

*Calculate A, B and C*

*Insert amount and copy.*

**[25]**

**TOTAL SECTION B: 40**

## SECTION C: POWERPOINT

**QUESTION 5** **TIME: 24 MINUTES**

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

5.1 Use MS PowerPoint and the information given below to create your slides. (4)

5.2 Create THREE slides according to the instructions given below. Use the following layout for the slides.

5.3 SLIDE 1 : TITLE SLIDE (1)

5.3.1 Insert your EXAMINATION NUMBER and QUESTION 5 at the bottom of the first slide as indicated. (1)

5.3.2 Change the font type of the title to uppercase, Comic Sans, Size 40 (2)

5.3.3 Centre-align all contents of the slide, except the title. (1)

5.4 SLIDE 2: TWO-COLUMN CONTENT (1)

5.4.1 Right-align the title as indicated. (1)

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

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

5.5 SLIDE 3: TITLE ONLY (1)

5.5.1 Use the font type New Times Roman, Size 28. (2)

5.5.2 Centre-align and bold all text (2)

5.6 Ensure that upper case and lower case are correct in all the slides. (1)

5.7 Save the presentation as EXPECT according to your college examination regulations.

5.8 Print the slide as a HANDOUT with all three slides on one page and place into the EXAMINATION FOLDER. (1)

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## SLIDE 1: TITLE SLIDE

*Centre all content*

EXPECTED OUTCOMES

The Life Orientation Approach
Wednesday 20 September 2017
University of Cape Town

*Title - upper case, font Comic Sans MS, size 40*

Mrs Mahlangu

*Insert your EXAMINATION NUMBER followed by QUESTION 5*

EXAMINATION NUMBER and QUESTION 5

## SLIDE 2: TWO-COLUMN CONTENT

*Title - right aligned*

Group discussion
09:10 – 09:20

Sharing of expertise

- What
- Why
- How

*Insert left column and add bullets*

TVET focuses on skills training.

1. Analyse
2. Prepare
3. Deliver
4. Assess

*Insert Right column and add numbers*

SLIDE 3: TITLE ONLY

*Font: New Times Roman size 28*

Group feedback and list of expectations

*Centre - align and bold text*

09:20 – 10:00

**[20]**

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

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