higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION
(Second Paper)
NQF LEVEL 3

(7601023)

30 October 2019 (X-Paper)
09:00–11:00

Calculators may NOT be used.

This question paper consists of 12 pages.

Copyright reserved

TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. The question paper comprises THREE sections:

   SECTION A: Word processing (40 marks – 43 minutes)
   SECTION B Spreadsheet (40 marks – 53 minutes)
   SECTION C PowerPoint presentation (20 marks – 24 minutes)

2. Answer ALL the questions.

3. Read ALL the questions carefully.

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

5. 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.

6. Ensure that every printout displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.

7. Marks will NOT be awarded for any printouts without an EXAMINATION NUMBER and WATERMARK. EXAMINATION NUMBERS in writing are NOT acceptable.

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

9. 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 (e.g. MS Office 2007).

10. 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.

11. 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.

12. Spell check may be used.

13. The time indicated at the beginning of each question is a guideline to help you finish the paper in time and it includes printing time.

Copyright reserved

SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 21 MINUTES**

Create a document to educate female students, academic and non-academic female staff on possible signs of a woman abuser.

1.1 Key in the text exactly as it appears on the next page. (7)

1.2 Use font type Courier New, size 12. (2)

1.3 Insert a footer with your EXAMINATION NUMBER (left-aligned) and QUESTION 1 in capital letters (right-aligned). (2)

1.4 Edit the MAIN HEADING to appear in *LUCIDA HANDWRITING*, size 20. (2)

1.5 Bold the MAIN HEADING 'STOP WOMEN AND CHILD ABUSE' (1)

1.6 Right align the MAIN HEADING. (1)

1.7 Change the alignment of the rest of the document to full justification. (1)

1.8 Insert a numbered list as indicated. (1)

1.9 Ensure you use the correct case, letter and line spacing throughout the document. (2)

1.10 Save the document as FIGHT VIOLENCE on your disk or according to your college examination regulations.

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

[20]

Lucida handwriting, size 20, bold, R/A

Fully justify whole document

STOP WOMEN AND CHILD ABUSE

Most women are taught from a very early age to be submissive and be respectful towards their male partners. So when someone does something that makes them uncomfortable, they often find it difficult to express their displeasure. This has led to a significant increase in the number of femicide and women abuse cases in the country. It is about time that women are taught to look out for the typical signs of an abusive man. Women must be concerned when their partners start showing any of the following behaviour:

1) He constantly wants to know your whereabouts and the company you keep.
2) He chooses the friends you must keep.
3) He constantly goes through your phone to check who you have been communicating with.
4) He constantly monitors your social media accounts such as Facebook, Twitter, Instagram and WhatsApp.
5) He often belittles you, calling you names in public and telling you how you are nothing without him.

Insert numbered list

QUESTION 2 **TIME: 22 MINUTES**

2.1 Retrieve the document you saved as 'FIGHT VIOLENCE'.

2.2 Replace the footer with a header with your EXAMINATION NUMBER (centre-aligned) and QUESTION 2 (right-aligned). (2)

2.3 Change the line spacing to 1.5. (1)

2.4 Insert any relevant picture as indicated. (1)

2.5 Left align and resize the width and height of the picture to 1,5” / 3,75 cm. (1)

2.6 Insert a page break as indicated. (1)

2.7 Type the newly inserted heading, 'USES OF PRE-EXPOSURE PROPHYLAXIS (PEP) ...' (1)

2.8 Insert a table with five rows and two columns. (7)

2.9 Edit the column headings of the table to appear in italics. (1)

2.10 Apply light grey shading to the text in the left column. Ensure that the text can be read. (1)

2.11 Insert bullets in the left column as indicated. You may use bullets of your choice. (1)

2.12 Number the text in the right column as indicated. (1)

2.13 Insert page numbers to appear at the bottom centre of each of the TWO pages. (1)

2.14 Save the document as FIGHT VIOLENCE 1 on your disk or according to your college examination regulations.

2.15 Print you answer on TWO, A4 PORTRAIT pages and place them in your EXAMINATION FOLDER. (1)

[20]

Copyright reserved

STOP WOMEN AND CHILD ABUSE

Most women are taught from a very early age to be submissive and be respectful towards their male partners. So when someone does something that makes them uncomfortable, they often find it difficult to express their displeasure. This has led to a significant increase in the number of femicide and women abuse cases in the country. It is about time that women are taught to look out for the typical signs of an abusive man. Women MUST be concerned when their partners start showing any of the following behaviour:

1) He constantly wants to know your whereabouts and the company you keep.
2) He chooses the friends you must keep.
3) He constantly goes through your phone to check who you have been communicating with.
4) He constantly monitors your social media accounts such as Facebook, Twitter, Instagram and WhatsApp.
5) He often belittles you, calling you names in public and telling you how you are nothing without him.

RELEVANT PICTURE

Left align picture
Resize 1, 5" / 3,75cm

----------Insert page break here----------

Uses of pre-exposure prophylaxis (pep) after exposure to sexually transmitted infections

Insert table

Italics

Pre-Exposure Prophylaxis(PEP)	*Effectiveness of PEP*
• It's a drug used by non-infected people to prevent the acquisition of HIV.	1) Start treatment no later than 72 hours after rape.
• It is mostly used by victims of sexual assault.	2) Take medication as prescribed for 28 days.
• Its regimen consists of Tenofovir + Emtricitabine plus Raltegravir.	3) Get tested and treated for pregnancy and other STI's.
• In South Africa PrEP costs between R300 and R550 when obtained from the private sector.	4) Return to hospital after 6 weeks for follow-up tests and counselling.

Insert bullets

Apply light grey shading

Insert numbers

TOTAL SECTION A: 40

Copyright reserved

SECTION B: SPREADSHEET

QUESTION 3 **TIME: 10 MINUTES**

You are requested to create a spreadsheet to record the risk behaviour that you have investigated during your research as a Peer Educator.

3.1 Use MS Excel and key in the spreadsheet below. Do NOT key in the row and column headings (borders). They were only inserted to indicate the cells that should be used. You will be penalised for using the incorrect cell addresses. (3)

3.2 Insert a header with your EXAMINATION NUMBER left aligned and QUESTION 3 right aligned. (2)

3.3 Use the font type Arial, size 10. (1)

3.4 Adjust the column width to fit the contents as indicated. (1)

3.5 Ensure you use the correct case. (1)

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

3.7 Save the spreadsheet as FIGHT VIOLENCE 2 on your disk or according to your college examination regulations.

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

[10]

	A	B
1	SEXUAL ABUSE/VIOLENCE REPORT	
2	RECORDED CASES FOR 2017	
3		
4	TYPES OF CRIME	YEAR 2017
5	Rape	298
6	Physical abuse	285
7	Emotional abuse	529
8	Death	127
9	TOTAL NUMBER OF CASES	
10	LOWEST NUMBER OF CASES	

QUESTION 4 **TIME: 30 MINUTES**

Open the spreadsheet you created in QUESTION 3 and make the following changes:

4.1 Change QUESTION 3 in the header to QUESTION 4. (1)

4.2 Insert new columns and rows as indicated. (2)

4.3 Merge and center the heading SEXUAL ABUSE/VIOLENCE REPORT (1)

4.4 Edit the font of the main heading to Arial Black, 18. (1)

4.5 Change the column headings to bold and centre-aligned. (1)

4.6 Provide formulae where the letters of the alphabet appear to do the following calculations:

4.6.1 TOTAL NUMBER OF CASES = Calculate the total number of cases recorded for 2017. (1)

4.6.2 LOWEST NUMBER OF CASES = Calculate the minimum number of cases for 2017. (1)

4.6.3 HIGHEST NUMBER OF CASES = Calculate the maximum number of cases for 2017. (1)

4.6.4 AVERAGE NUMBER OF CASES = Calculate the average number of cases for 2017. (1)

4.6.5 COUNT THE NUMBER OF CASES FOR 2017 = Count the number of cases for 2017. (1)

4.7 Display TOTAL, LOWEST, HIGHEST, and COUNT as integers without decimal places. (1)

4.8 Display Average number of cases with ONE decimal place. (1)

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

4.10 Change the column widths to ensure that ALL information is visible. (1)

4.11 Save the spreadsheet as FIGHT VIOLENCE 3 on your disk or according to your college examination regulations.

4.12 Print the spreadsheet WITHOUT row and column headings on ONE A4 LANDSCAPE page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

[16]

Merge and center, Arial black, size 18

Insert new column

Bold and center aligned

	A	B	C
1	**SEXUAL ABUSE/VIOLENCE REPORT**		
2	RECORDED CASES FOR 2017		
3			
4	**TYPES OF CRIME**	**YEAR 2017**	**COUNT NUMBER OF CASES 2017**
5	Rape	298	**4.6.5**
6	Physical abuse	285	
7	Emotional abuse	529	
8	Death	127	
9	TOTAL NUMBER OF CASES	**4.6.1**	
10	LOWEST NUMBER OF CASES	**4.6.2**	
11	HIGHEST NUMBER OF CASES	**4.6.3**	
12	AVERAGE NUMBER OF CASES	**4.6.4**	

Insert new rows

QUESTION 5 **TIME: 5 MINUTES**

Open the spreadsheet you created in QUESTION 4 and follow the instructions below.

5.1 Change QUESTION 4 to QUESTION 5. (1)

5.2 Display the formulae. (5)

5.3 Change the column width to display ALL correct formulae completely. (1)

5.4 Save the spreadsheet as FIGHT VIOLENCE 4 on your disk or according to your college examination regulations.

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

[8]

QUESTION 6 **TIME: 8 MINUTES**

Open the spreadsheet you created in QUESTION 4 and follow the instructions below.

6.1 Insert a PIE CHART to display Types of crime for 2017. (1)

6.2 Insert the chart as a new object. (1)

6.3 Insert the following title in the top centre:

ABUSE AND VIOLENCE
QUESTION 6
Your EXAMINATION NUMBER (1)

6.4 Display legend to the left. (1)

6.5 Display the data labels on the center of the chart. (1)

6.6 Save the spreadsheet as FIGHT VIOLENCE 5 on your disk or according to your college examination regulations.

6.7 Print the chart on a separate page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

[6]

TOTAL SECTION B: 40

SECTION C: POWERPOINT PRESENTATION

QUESTION 7 **TIME: 24 MINUTES**

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

7.1 Key in the text of the THREE slides according to the following instructions and as indicated on the next page: (6)

7.2 SLIDE 1: TITLE SLIDE (1)

7.2.1 Display the main heading in Bodoni MT Black, size 48. (1)

7.2.2 Underline and right-align the subheading. (2)

7.3 SLIDE 2: TITLE AND CONTENT (1)

7.3.1 Main heading in bold, italics and centre align. (1)

7.3.2 Insert table with the accompanying content as indicated. (2)

7.3.3 Insert bullets for each column as indicated. (You may use bullets of your choice) (1)

7.4 SLIDE 3: TITLE ONLY (1)

7.4.1 Change the font type of the title to ALGERIAN, size 28. (1)

7.4.2 Centre-align the title. (1)

7.5 Insert footer with your EXAMINATION NUMBER and QUESTION NUMBER centre-aligned to appear in ALL THREE slides. (1)

7.6 Save the presentation as QUESTION 7 according to your college examination regulations.

7.7 PRINT the slide as a HANDOUT with ALL THREE slides on ONE page and place in the EXAMINATION FOLDER. (1)

[20]

Copyright reserved

Bodoni MT Black, size 48

SLIDE 1 – TITLE SLIDE

HOW TO AVOID DATE RAPE?

DO NOT WALK ALONE IN SECLUDED AREAS

Underline and R/A

SLIDE 2 – TITLE AND CONTENT

STAY ALERT ALWAYS!!

Bold, italics and center

Steps to take after sexual assault	Seeking treatment
• Do not take a bath	• After opening a case, go to the hospital.
• Rush to a police station	• Get tested to avoid infections and pregnancy.
• Get someone to escort you	• Start taking treatment immediately.

Insert table

Insert bullets in each column.

SLIDE 3 – TITLE ONLY

TAKE BACK YOUR POWER, SAY NO TO ABUSE.

ALGERIAN, size 28

Center align

TOTAL SECTION C: 20
GRAND TOTAL: 100

Copyright reserved