higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY
(Second paper)
NQF LEVEL 3

(7601053)

16-20 November 2020 (X-paper)
09:00–11:00

This question paper consists of 14 pages.

005Q2N2020

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TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Read all the questions carefully.
2. This question paper consists of 7 questions. Answer all the questions. Use appropriate application programs and place your PRINTOUTS in your EXAMINATION FOLDER.
3. The time indicated at the beginning of each section 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 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 page 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.
11. Written EXAMINATION NUMBERS are not acceptable.
12. Marks will not be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER.
13. PRINTOUTS to be marked must be arranged in the same order as the questions in the question paper. One PRINTOUT per question may be handed in.
14. Each answer must be printed on a separate sheet of paper. Print on ONE side of the paper only.

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SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 24 MINUTES**

1.1 The college management has recently appointed you as the chairperson of the college's Peer Educator Forum or PEF. The aim of this forum is to educate students about issues such as HIV/AIDS, sexual diseases and drug abuse. The management has requested you to write an article to educate students about the 3 × 90 HIV/AIDS STRATEGY.

Use MS Word to type the document using the information given below. (1)

1.2 Accurately key in the contents of your document (marks will be deducted for spelling errors, word and letter spaces and other errors) (8)

1.3 Insert a header and key in your EXAMINATION NUMBER (right-aligned) and QUESTION 1 (left-aligned). (2)

1.4 Enter the heading, 90 90 90 HIV/AIDS STRATEGY in Britannic Bold, 18 pt, centre-aligned. (3)

1.5 The main heading must appear in upper case. (1)

1.6 Set the font type for the rest of the document to Arial, 12 pt. (2)

1.7 Insert three columns as indicated. (1)

1.8 Fully justify the entire document. (1)

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

1.10 Preview and print the document on one A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

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90 90 90 HIV/AIDS STRATEGY

Britannic Bold, 18, centre align, u/c

Fully Justify

The 90 90 90 HIV/AIDS strategy is a concept introduced in 2013 by the United Nation's programme on HIV/AIDS. The strategy is yet another attempt at getting the HIV epidemic under control while experts continue the search for a long-lasting solution. The main purpose with the strategy is to identify people early in their infection. This will ensure that they immediately start treatment. It is envisaged that early treatment will prevent transmission of the virus. This will in turn have an impact on HIV incidence at a population level across the world. The strategy is presented as follows:

First 90	Second 90	Third 90
To diagnose 90% of all HIV positive persons – through testing people everywhere, churches, schools, colleges, universities, clinics, hospitals.	To provide antiretroviral therapy (ART) for 90% of those diagnosed – by providing all those who tested with treatment.	To achieve viral suppression for 90% those treated by the year 2020 – receiving treatment will mean that the virus is not be cured but suppressed.

Insert 3 columns

QUESTION 2 **TIME: 24 MINUTES**

2.1 Retrieve the document that you saved as QUESTION 1 and make the necessary changes according to the instructions below.

2.2 Change the question number in the header to QUESTION 2. (1)

2.3 Change the line spacing of the first paragraph to double spacing. (1)

2.4 Change the font type of the first paragraph to Arial Rounded MT Black. (1)

2.5 Insert a page break as indicated. (1)

2.6 Insert a table and key in the accompanying text as indicated. (2 columns and 9 rows) (3)

2.7 Change the font of the heading of the table, "ACRONYMS AND … " to ALGERIAN, 16 pt. (1)

2.8 Shade the first row of the table using a theme colour of your choice. Ensure that the text remains readable. (1)

2.9 Edit the column headings to appear center-aligned (1)

2.10 Insert numbering for text in the left column as indicated. (1)

2.11 Insert bullets of your choice for the text in the right column. (1)

2.12 Change the numbered text in the left column to italics. (1)

2.13 Change the text in the right column to bold, centre-aligned. (2)

2.14 Use the spell check function to correct two misspelt words in the right column. (2)

2.15 Apply table borders as indicated. (1)

2.16 Insert the footer with the text HIV/AIDS. (1)

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

2.18 Preview and print your answer on TWO A4 portrait pages and place the PRINTOUTS in your EXAMINATION FOLDER. (1)

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90 90 90 HIV/AIDS STRATEGY

Double Line spacing

The 90 90 90 HIV/AIDS strategy is a concept introduced in 2013 by the United Nation's programme on HIV/AIDS. The strategy is yet another attempt at getting the HIV epidemic under control while experts continue the search for a long-lasting solution. The main purpose with the strategy is to identify people early in their infection. This will ensure that they immediately start treatment. It is envisaged that early treatment will prevent transmission of the virus. This will in turn have an impact on HIV incidence at a population level across the world. The strategy is presented as follows:

Font: Arial Rounded MT black

First 90	Second 90	Third 90
To diagnose 90% of all HIV positive persons – through testing people everywhere, churches, schools, colleges, universities, clinics, hospitals.	To provide antiretroviral therapy (ART) for 90% of those diagnosed – by providing all those who tested with treatment.	To achieve viral suppression for 90% those treated by the year 2020 – receiving treatment will mean that the virus is not be cured but suppressed.

……..Insert page break……..

Apply shading, centre align column headings

Font: ALGERIAN, 16

ACRONYMS AND THE MEANINGS OF TERMS USED IN THE 90 90 90 STRATEGY

ACRONYMS	MEANINGS
1) AIDS	• **Acquired Immune Deficiency Syndrome**
2) ART	• **Antiretroviral therapy**
3) HIV	• **Human Immunodeficiency Virus**
4) STI	• **Sexually Transmitted Infection**
5) SANAC	• **Sauth African Nation Aids Council**
6) PMTCT	• **Prevantion of mother-to-child transmission (of HIV)**
7) UNAIDS	• **Joint United Nations Programme on HIV/AIDS**
8) VL	• **Viral load**

Insert numbering, Italics

Apply table borders

Insert bullets, bold, centre align

SECTION B: SPREADSHEET

QUESTION 3 **TIME: 12 MINUTES**

3.1 Peer coordinators from the country's 52 public TVET colleges will be gathering in Cape Town for their annual conference on HIV/AIDS. The theme for this year will be on how students can contribute towards the 90 90 90 HIV/AIDS Strategy. You are expected to present the country's national HIV infection statistics from 2015 to 2018.

Use an MS Excel application to prepare a spreadsheet using the information provided below. Do not include information in shaded areas as this is meant for illustration purposes only. (1)

3.2 Accurately key in the information (marks will be deducted for spelling errors, word and letter spaces and other errors). (5)

3.3 Key in QUESTION 3 in cell A1 and your EXAMINATION NUMBER in cell D1. (1)

3.4 Use Arial Narrow, 12 pt. (1)

3.5 Adjust the column width to ensure that all text is legible. (1)

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

3.7 Preview and print the spreadsheet without row and column borders on ONE portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

[10]

	A	B	C	D	E
1					
2	HIV/AIDS SOUTH AFRICAN STATISTICS FROM 2015-2018				
3					
4	NAME OF PROVINCE	YEAR: 2015	YEAR: 2016	YEAR: 2017	YEAR:2018
5	KwaZulu-Natal	66000	73200	81000	98000
6	Mpumalanga	61500	68700	74800	79100
7	Free State	59400	55650	49000	41980
8	Gauteng	52000	48900	41990	38750
9	Western Cape	38650	36980	34600	31000
10	Limpopo	28980	21450	20500	17200
11					
12	TOTAL NUMBER OF INFECTIONS FOR 2015				
13	AVERAGE NUMBER OF INFECTIONS IN 2018				

QUESTION 4 **TIME: 16 MINUTES**

4.1 Retrieve the spreadsheet that you saved as QUESTION 3 and make the necessary changes according to the instructions below:

4.2 Change the question number to QUESTION 4. (1)

4.3 Change the font type of the main heading to Algerian, 14 pt. (1)

4.4 Merge and centre the main heading from A2 to E2 as indicated. (1)

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

4.6 Insert new rows as indicated. (2)

4.7 Insert the correct formulae to calculate the following:

A TOTAL INFECTIONS FOR YEAR: 2015 = SUM of all infections in 2015 (1)

B MAXIMUM INFECTIONS FOR YEAR: 2016 = Maximum infections in 2016 (1)

C MINIMUM INFECTIONS FOR YEAR: 2017 = Minimum infections in 2017 (1)

D COUNT INFECTIONS FOR YEAR: 2018 = Count infections in 2018 (1)

E AVERAGE NUMBER OF INFECTIONS IN 2018 (1)

4.8 Display average with two decimal places. (1)

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

4.10 Adjust column width to ensure that all information is legible. (1)

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

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

[15]

	A	B	C	D	E
1					
2	HIV/AIDS SOUTH AFRICAN STATISTICS FROM 2015-2018				
3					
4	NAME OF PROVINCE	YEAR: 2015	YEAR: 2016	YEAR: 2017	YEAR: 2018
5	KwaZulu-Natal	66000	73200	81000	98000
6	Mpumalanga	61500	68700	74800	79100
7	Free State	59400	55650	49000	41980
8	Gauteng	52000	48900	41990	38750
9	Western Cape	38650	36980	34600	31000
10	Limpopo	28980	21450	20500	17200
11					
12	TOTAL NUMBER OF INFECTIONS FOR YEAR:2015	**A**			
13	MAXIMUM INFECTIONS FOR YEAR: 2016		**B**		
14	MINIMUM INFECTIONS FOR YEAR: 2017			**C**	
15	COUNT THE NUMBER OF INFECTIONS FOR YEAR: 2018				**D**
16	AVERAGE NUMBER OF INFECTIONS IN 2018				**E**

QUESTION 5 **TIME: 10 MINUTES**

5.1 Open the spreadsheet that you saved as QUESTION 4.

5.2 Change the question number to QUESTION 5 (1)

5.3 Correctly display formulae used to calculate the following:

A Total infections for YEAR: 2015 (1)

B Maximum infections for YEAR: 2016 (1)

C Minimum infections for YEAR: 2017 (1)

D Count infections for YEAR: 2018 (1)

E Average number of infections for 2018 (1)

5.4 Adjust column width to ensure that all information is legible and appear on ONE A4 landscape page. (1)

5.5 Save the document as QUESTION 5 according to your college examination regulations.

5.6 Preview and print without row and column headings on ONE A4 landscape page. (1)

[8]

QUESTION 6 **TIME: 10 MINUTES**

6.1 Open the spreadsheet that you saved as QUESTION 5.

6.2 Create a 3-D pie chart to show infection statistics of all provinces for 2018. (3)

6.3 Edit the appearance of the chart by changing the fill colour using any visible texture type. (2)

6.4 Insert a chart title and key in the following information as indicated:

90-90-90 STRATEGY
EXAMINATION NUMBER
QUESTION 6 (1)

6.5 Copy and paste the pie chart as an object under your spreadsheet. (1)

6.6 Save the document as QUESTION 6 according to your college examination regulations.

6.7 Preview and print your answer on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

[8]

SECTION C: PRESENTATION (POWERPOINT)

QUESTION 7 **TIME: 24 MINUTES**

You are requested to present important information from the 90-90-90 Workshop on slides.

Create a PowerPoint presentation using the information given below:

SLIDE 1: Layout (TWO CONTENT)

7.1 Enter the main title in bold text and underline. (1)

7.2 Key in the text in the left column as directed below in italics. (1)

7.3 Key in the text in the right column as directed below, right-aligned. (1)

SLIDE 2: Layout (COMPARISON)

7.4 Enter the main title right-aligned. (1)

7.5 Key in the text with the column heading, Common ways of … , in the left column, centre-aligned. (1)

7.6 Key in the text with the column heading, How to protect yourself … , in the right column. Use Baskerville Old Face, 28 pt. (2)

SLIDE 3: Layout (TITLE & CONTENT)

7.7 Change the font of the main title to Cooper Black, 48 pt. (2)

7.8 Insert a relevant clipart/picture to appear below the main title. (2)

SLIDE 4: Layout (TITLE ONLY)

7.9 Change the font of the title to Wide Latin, 36 pt. (2)

7.10 Conduct a spell check to correct a spelling mistake in SLIDE 2. (1)

7.11 Insert a footer with your EXAMINATION NUMBER and QUESTION 7 on ALL slides. Use any method that you are familiar. (1)

7.12 Key in your presentation accurately (marks will be deducted for omissions and spelling errors). (4)

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

7.14 Print the slide show as full page slides and place the PRINTOUTS in your EXAMINATION FOLDER. (1)

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SLIDE 1: TWO CONTENT

THE IMPORTANCE OF 90-90-90 STRATEGY

Edit the main title to appear in bold and underlined

The aim of the strategy is to:

- ✓ Fight the HIV infection;
- ✓ Reduce the spread of TB;
- ✓ Halt the spread of STIs amongst the youth.

Insert text in the left column

Change the text to italics (exclude column heading)

Following are the strategy's key stakeholders:

- ➢ Youth between the ages of 14-25;
- ➢ The government;
- ➢ Civil society

Insert text in the right column, right aligned

SLIDE 2: COMPARISON

HIV transmission and Prevention

Right-align the main title

Comon ways of HIV transmission

I. Sharing needles;
II. Unprotected sex;
III. Touching infected blood without gloves

Key in text in the left column

Centre-align the text in the left column

How to protect yourself from the virus

A. Don't do drugs
B. Use condoms
C. Put gloves when helping someone with an open wound.

Key in the text in the right column

Change the font to Baskerville Old Face, 28 pt

SLIDE 3: TITLE AND CONTENT

LET US ALL JOIN HANDS AND CONFRONT HIV/AIDS HEAD-ON

Edit the main title to appear in Cooper Black, 48 pt.

INSERT A RELEVANT CLIPART/PICTURE

SLIDE 4: TITLE

YOU ARE EITHER INFECTED OR AFFECTED

Change the font of the title to Wide Latin, 36 pt.

TOTAL: 100

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