

**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL CERTIFICATE (VOCATIONAL)**

**LIFE ORIENTATION (ICT COMPONENT)  
(Second Paper)  
NQF LEVEL 3**

**NOVEMBER EXAMINATION**

(7601023)

**17-18 October 2013 (X-Paper)  
09:00–12:00**

**This question paper consists of 16 pages.**

**TIME: 3 HOURS**  
**MARKS: 200**

## INSTRUCTIONS AND INFORMATION

1. Read ALL the questions carefully.
2. This question paper consists of 11 questions. Answer ALL the questions. Use appropriate application programs and place your printouts in your 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 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.
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 2007).
10. Ensure that every printout displays the question number and examination number as instructed.
11. EXAMINATION NUMBERS in writing are NOT acceptable.
12. Marks will NOT be awarded for any printouts without an 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. Use ONE side of the paper only.
15. No **CALCULATORS** will be allowed.

**SECTION A: WORD PROCESSING****TIME: 54 MINUTES****QUESTION 1**

Prepare the following documents to be used in Mail Merge.

- 1.1 Use *Database* and *Word Processing* programs **OR**

*Word Processing* program *only* to prepare the documents to be used in Mail Merge. **DO NOT TYPE THE TABLE EXACTLY AS GIVEN BELOW!**

- 1.2 Use the following information and prepare the DATA SOURCE.

Fields	Record 1	Record 2	Record 3
GUEST	BILL WHITE	SUE BROWN	KESHIA BLACK
DATE	12 December 2013	14 December 2013	16 December 2013
TIME	10h00	11h00	12h00
VENUE	Vodacom Park	Vodacom Techno Centre	Vodacom Acres
CITY	JOHANNESBURG	CAPE TOWN	PORT ELIZABETH
RSVP	011 – 282 6000	021 – 440 8211	041 – 396 3111
EXAMINATION NUMBER	<i>Type your examination number</i>	<i>Type your examination number</i>	<i>Type your examination number</i>

(7)

- 1.2.1 If you are using MS Access, use your ExaminationNumberQ1 as the **table name**.

If you are using MS Word, create a footer with your EXAMINATION NUMBER left aligned and QUESTION 1 (*uppercase*) right aligned.

(1)

- 1.2.2 Change the page orientation to landscape and ensure that all the text is legible (visible).

(1)

- 1.2.3 Proofread and save the document as ExaminationNumberQ1 on your disk or according to your college examination regulations (e.g. 1234567891011Q1).

- 1.2.4 Preview and print the data source on one page and place the printout in your examination folder.

(1)

**[10]**

**QUESTION 2**

Prepare the main document for merging.

- 2.1 Create a header with your EXAMINATION NUMBER left aligned and QUESTION 2 right aligned. (2)
- 2.2 Create the invitation exactly as displayed on the next page. (5)
- 2.3 Centre all the text in the document. (1)
- 2.4 Use the font type **Britannic Bold**, size 12, unless otherwise instructed. (1)
- 2.5 Insert any appropriate picture/clipart, centre aligned, as indicated. (1)
- 2.6 Insert 2 open line spaces as indicated. (1)
- 2.7 Use 1.5 line spacing for the rest of the document. (1)
- 2.8 Insert the field names where indicated with the brackets [...]. (7)
- 2.9 Insert the following text as a footer using the font Courier New, size 14 and centre the text. (2)
- `'Let's talk Facebook'`
- 2.10 Save the document as ExaminationNumberQ2 on your disk or according to your college examination regulations (e.g. 1234567891011Q2). (1)
- 2.11 Print the document on one A4 portrait page and place the printout in your examination folder. (1)

**[22]**



*(Insert any appropriate picture, centre aligned)*

*Insert 2 open line spaces*

[GUEST]

Please join us for the

LAUNCH

of the

Facebook phone: HTC First

at

[VENUE]

[CITY]

on

[DATE] at [TIME]

*Insert 2 open lines*

Please RSVP before 28 November 2013 to [RSVP]

[EXAMINATION NUMBER]

**QUESTION 3**

Merge the DATA SOURCE and the MAIN DOCUMENT into a new document.

- 3.1 Use the data source created in QUESTION 1 and the main document created in QUESTION 2. Merge these two documents into a new document. (4)
  - 3.2 Change the question number in the header to QUESTION 3. (1)
  - 3.3 Save the document as ExaminationNumberQ3 on your disk or according to your college examination regulations (e.g. 1234567891011Q3).
  - 3.4 Print ONLY White's and Black's invitations in the merged document and place the printout in your examination folder. (1)
- [6]**

**QUESTION 4**

- 4.1 Open a new MS Word document and type the following paragraphs. (6)

**LESSONS FOR APPLE IN THE FACEBOOK PHONE** *(Baskerville Old Face, 16 & Centre align)*  
*(3 open lines)*

The Facebook Phone is neither a phone, nor an operating system. Instead, Zuckerberg unveiled a downloadable collection of apps, available April 12, that will be supported on select Android phones to start, including the HTC First, the first device to come pre-loaded with it.

----- **Insert page break** -----

As Apple prepares iOS 7, it could stand to learn a few things from Facebook Home *(Type in uppercase and right align)*

*(Leave 2 lines open)*

**Don't force the marriage of desktop and mobile**

Facebook on mobile doesn't closely resemble the desktop experience - a strategy that seems to be working as the social network continues to expand its footprint on smartphones and tablets.

*(Leave 2 lines open)*

**If it's not your strong suit, look elsewhere**

Apple is master of many things - industrial design, elegant interfaces, tablets - but let's face it: social networking has never been one of them. One needs to look no further than the awkwardly named iTunes social networking service, Ping, for proof.

Two Columns

Create two columns

- 4.2 Create a footer with QUESTION 4 in capital letters right aligned and your EXAMINATION NUMBER left aligned. (2)
- 4.3 Change the left margin to 3.8 cm/1.5". (1)
- 4.4 Use the font BASKERVILLE OLD FACE, size 16 for your main heading and centre align it. (1)
- 4.5 Leave 3 open lines after the main heading. (1)
- 4.6 Type the rest of the document in COURIER NEW, size 12, left aligned unless otherwise indicated. (1)
- 4.7 Change the first paragraph to italics. (1)
- 4.8 Insert the page break as indicated. (1)
- 4.9 Change the line spacing of the text in the paragraph on the 1<sup>st</sup> page to double line spacing. (1)
- 4.10 Type the sub-heading: AS APPLE PREPARES iOS 7,... in uppercase and right align. (2)
- 4.11 Use the column function to create two columns as shown. (1)
- 4.12 Change the justification of the text in the columns to FULL. (1)
- 4.13 Underline the word **Android** in the 1<sup>st</sup> paragraph on the first page. (2)
- 4.14 Save the document as ExaminationNumberQ4 on your disk or according to your college examination regulations (e.g. 1234567891011Q3). (1)
- 4.15 Print the document and place the printouts in your examination folder. (1)

**[22]****TOTAL SECTION A: 60**

**SECTION B: SPREADSHEET****TIME: 54 MINUTES****QUESTION 5**

- 5.1 Use MS Excel and create the spreadsheet below. Do not key in the row and column headings. These were only inserted to indicate which cells should be used. You will be penalised for using the incorrect cell addresses. (6)

	A	B	C	D
1	FACEBOOK USER PENETRATION BY COUNTRY 2013			
2				
3	COUNTRY		NUMBER OF ACTIVE USERS	
4		POPULATION	MARCH 2012	MARCH 2013
5	USA	1122000	122000	133000
6	Argentina	2233000	144000	166000
7	UK	3344000	166000	188000
8	Germany	4455000	188000	199000

- 5.2 Create a header with your EXAMINATION NUMBER (left aligned) and QUESTION 5 (right aligned). (2)
- 5.3 Use the font Arial, size 11. (1)
- 5.4 Adjust the column width to fit the contents as indicated. (1)
- 5.5 Save the spreadsheet as EXAMINATION NUMBER Q5 on your disk or according to your college examination regulations (e.g. 1234567891011Q5).
- 5.6 Print the spreadsheet **with** row and column headings on one A4 portrait page and place the printout in your examination folder. (2)
- [12]**

**QUESTION 6**

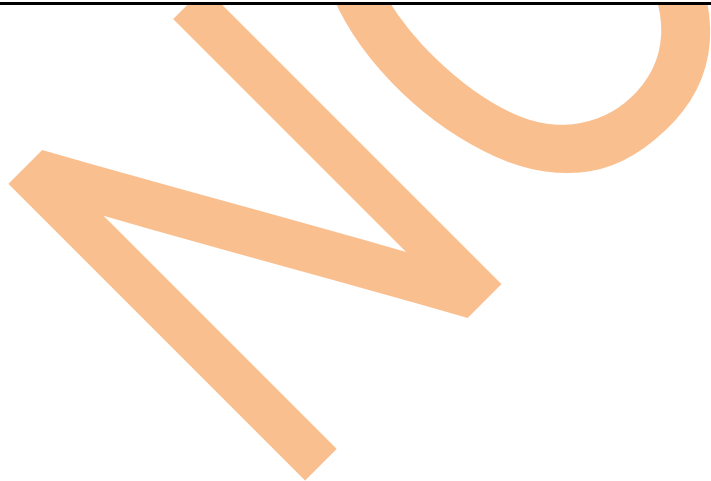
Retrieve the spreadsheet that you created in QUESTION 5 and make the following changes:

- 6.1 Change QUESTION 5 in the header to QUESTION 6. (1)
- 6.2 Change the page orientation to landscape. (1)
- 6.3 Change the font type of the main heading to **Arial Black**, size 16. Then merge and centre it over columns A to I. (2)
- 6.4 Insert the open row as indicated on the spreadsheet and insert the information for South Africa. (2)



- 6.5 Insert the column for **INTERNET USERS 2013** and add the text as shown below. (2)
- 6.6 Delete the row containing the information for UK. (1)
- 6.7 Insert the columns for **% FB USERS, PENETRATION 2012 and 2013, and CHANGE 2013** as indicated on the spreadsheet. (4)
- 6.8 Merge and centre the column headings in row 4 as indicated on the spreadsheet. (1)
- 6.9 Text wrap the column headings in row 5. (1)
- 6.10 Change the heading of column A as indicated below. (2)
- 6.11 Change the appearance of the column headings to bold and centre align. (2)
- 6.12 Change the column widths to fit the spreadsheet on one A4 page, landscape. Do NOT use 'fit to page' function. (1)
- 6.13 Insert the text as indicated at the bottom of the spreadsheet. (3)
- 6.14 Insert formulae where the letters of the alphabet appear to do the following calculations:
- A % FB USERS = MARCH 2013 divided by INTERNET USERS 2013. Copy the formula. (2)
- B PENETRATION 2012 = MARCH 2012 divided by POPULATION. Copy the formula. (2)
- C PENETRATION 2013 = MARCH 2013 divided by POPULATION. Copy the formula. (2)
- D CHANGE 2013 = PENETRATION 2013 minus PENETRATION 2012. Copy the formula. (2)
- E Calculate the AVERAGE INTERNET USERS for 2013. (1)
- F Calculate the HIGHEST % PENETRATION for 2012. (1)
- G Calculate the LOWEST % PENETRATION for 2013. (1)
- 6.15 Display the amounts in columns F to I as a percentage with no decimal places. (1)
- 6.16 Sort the FACEBOOK USERS BY COUNTRY column with corresponding information in descending order. (1)
- 6.17 Insert the horizontal and vertical lines as indicated. (1)

	A	B	C	D	E	F	G	H	I
1	FACEBOOK USER PENETRATION BY COUNTRY 2013								
2	Add text, merge cells, wrap and centre text				Insert columns, wrap and centre headings				
3									
4			NUMBER OF ACTIVE USERS		ONLINE USERS		PENETRATION		
5	FACEBOOK USERS BY COUNTRY	POPULATION	MARCH 2012	MARCH 2013	INTERNET USERS 2013	% FB USERS	2012	2013	CHANGE 2013
6	USA	1122000	122000	133000	143000	A	B	C	D
7	Argentina	2233000	144000	166000	176000				
8	UK	3344000	166000	188000	198000				
9	South Africa (add text)	4488555	277500	288500	166000				
10	Germany	4455000	188000	199000	200000				
11									
12	AVERAGE USERS				E				
13									
14	HIGHEST PERCENTAGE						F		
15									
16	LOWEST PERCENTAGE							G	
17									



- 6.18 Save the spreadsheet as EXAMINATIONNUMBERQ6 on your disk or according to your college regulations (e.g. 1234567891011Q6).
- 6.19 Print the spreadsheet **with** row and column headings on one landscape page and place the printout in your examination folder. (1)

**[38]****QUESTION 7**

Open the spreadsheet you edited in QUESTION 6 and follow the instructions below.

- 7.1 Change QUESTION 6 in the header to QUESTION 7. (1)
- 7.2 Display the formulae. (7)
- 7.3 Change the column width to display all formulae completely and to fit on one landscape page. Adjust the margins, if necessary. (1)
- 7.4 Save the spreadsheet as EXAMINATIONNUMBERQ7 on your disk or according to your college examination regulations (e.g. 1234567891011Q7).
- 7.5 Print the spreadsheet with row and column headings on one landscape page and place the printout in your examination folder. (1)

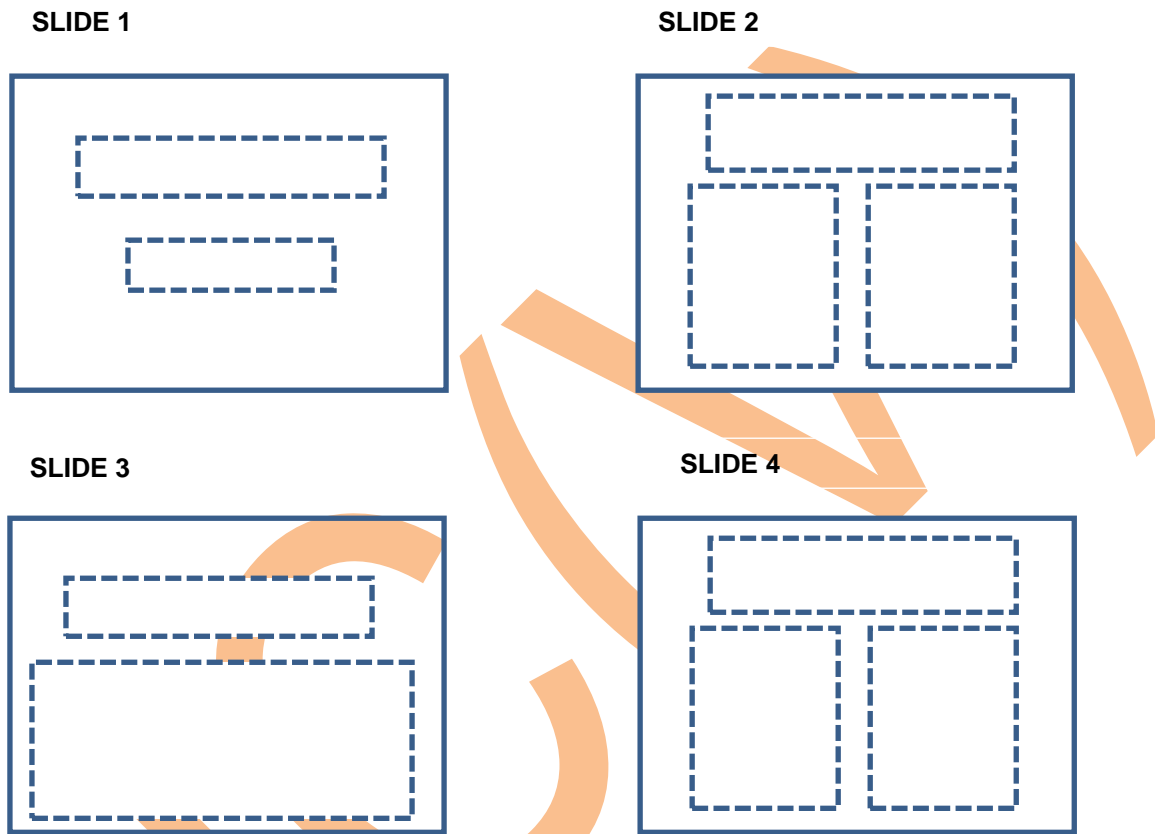
**[10]****TOTAL SECTION B: 60**

**SECTION C: MS POWERPOINT PRESENTATION**

**TIME: 36 MINUTES**

**QUESTION 8**

Create a MS PowerPoint presentation of FOUR SLIDES.



(8)

8.1 Type the information given below for your slide show presentation.

8.1.1 **SLIDE 1: Title Slide** (1)

8.1.2 **Add as title:** Facebook phone: HTC First (*Font Comic Sans MS, uppercase and bold, larger font*). (3)

8.1.3 **Add as sub-title:** Your Examination number (*Font Comic Sans MS, size 28, centred and italics*). (2)

8.1.4 **SLIDE 2: Two Content** (1)

8.1.5 **Title:** A Nicer Home (*font GOUDY STOUT, uppercase and right aligned*). (3)

- 8.1.6 **Left text box:** Add the following text with no bullets (*right aligned*).

The First's home screen and lock screen can display big notification tiles for anything that appears in the Android notifications tray.

(2)

- 8.1.7 **Right text box:** Add the following text with bullets as indicated below.

This includes:

- Facebook alerts,
- incoming emails,
- calendar appointments,
- Twitter replies, and more.

(2)

- 8.1.8 **SLIDE 3: Title and Content**

(1)

- 8.1.9 **Title:** Standard Home Features (*Font **Wide Latin** and centre aligned*).

(2)

- 8.1.10 Type the following information as a bulleted list in *italics* and **bold** the words as indicated below:

- ✓ **Cover Feed:** *Fills your home and lock screens with the best updates from your news feed.*
- ✓ **Chat Heads:** *Incoming Facebook Messages and SMS appear as bubbles floating over the top of whatever app you are using.*

(2)

- 8.1.11 **SLIDE 4: Two Content**

(1)

- 8.1.12 **Title:** HTC First: *Advantages (underline & centre)*.

(2)

- 8.1.13 **Right text box:** Type the following information as a bulleted list (*right aligned*):

- 4.3" HD screen
- 341 high pixel density
- Full HD video recording
- 4G LTE, NFC support
- 1.4 GHz dual-core processor

(2)

- 8.1.14 **Left text box:** Insert an appropriate picture/clipart on slide 4.

(2)

- 8.1.15 Rotate the picture slightly to the right. (1)
- 8.2 Where no specific instructions are given you may use creativity in the size, alignment and type of font, but the information must be legible.
- 8.3 Select and apply **Equity/Civic** slide design to all the slides. Ensure that the text can be easily read. (2)
- 8.4 Create a *footer* with your EXAMINATION NUMBER (left aligned) and QUESTION 8 (right aligned) on **each slide** on the **handout**. (2)
- 8.5 Save the presentation as ExaminationNumberQ8 on your disk or according to your college examination regulations (for example: 1234567891011Q8).
- 8.6 Print the slide show as 'handouts' on one A4 portrait page and place the printout in your examination folder. (1)

[40]

**TOTAL SECTION C: 40**

**SECTION D: DATABASE**

**TIME: 36 MINUTES**

**QUESTION 9**

You are requested to create a database containing basic information of Facebook apps.

9.1 Create a database using MS Access and save it as FACEBOOK. (1)

9.2 Create a table with the following fields:

FIELD NAME	DATA TYPE	FIELD PROPERTIES: FIELD SIZE
APPLICATION	Text	30 characters
YEAR LAUNCHED	Text	5 characters
ACTIVE USERS	Long integer	
CATEGORY	Text	25 characters
ANDROID	Yes/No	
EXAMINATION NUMBER	Text	13 characters

(12)

9.3 Save the table as ExaminationNumberQ9 on your disk or according to your college examination regulations (e.g. 1234567891011Q9). (1)

9.4 Print the structure of the table you created and place the printout in your examination folder. Set Print Table Definition to only include 'Names, Data Types and Sizes'. (1)

[15]

**QUESTION 10**

10.1 Copy the table you created in QUESTION 9 and save the copy as ExaminationNumberQ10 (e.g. 1234567891011Q10). (1)

10.2 Enter the following information of the different Facebook Apps into the table.

ExaminationNumberQ10					
APPLICATION	YEAR LAUNCHED	ACTIVE USERS	CATEGORY	ANDROID	EXAMINATION NUMBER
Candy Crush	2012	45500	Games	True	YOUR EXAM NUMBER
FarmVille 2	2012	46500	Games	False	YOUR EXAM NUMBER
Trip Advisor	2007	35500	Travel	True	YOUR EXAM NUMBER
Zynga Poker	2007	36500	Card Gambling	True	YOUR EXAM NUMBER

(8)

- 10.3 Change the column width if necessary to display all the information. (1)
- 10.4 Save the table as indicated above.
- 10.5 Print the table with the information on ONE A4 landscape page. Place the printout in your examination folder. (1)

**[11]****QUESTION 11**

- 11.1 Create a tabular report using the table you created in QUESTION 10. (1)
- 11.2 Select only the following fields: APPLICATION, YEAR LAUNCHED, ACTIVE USERS and EXAMINATION NUMBER. (4)
- 11.3 Sort the records in descending order according to the YEAR LAUNCHED field. (2)
- 11.4 Add the following title in the header in uppercase and centre aligned: TOP 7 FACEBOOK APPLICATIONS: QUESTION 11 (3)
- 11.5 Type the word AVERAGE below the APPLICATION column in the report footer. (1)
- 11.5.1 Calculate the average of the ACTIVE USERS column. (1)
- 11.5.2 Display the answer in **bold** below the ACTIVE USERS column. (1)
- 11.6 Save the report as ExaminationNumberQ11 on your disk or according to your college examination regulations (e.g. 1234567891011Q11).
- 11.7 Print the report ONE A4 portrait page and place the printout in your examination folder. (1)

**[14]**

**TOTAL SECTION D: 40**  
**GRAND TOTAL: 200**