



# higher education & training

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

## **MARKING GUIDELINE**

**NATIONAL CERTIFICATE  
COMPUTER PRACTICE N4**

**23 September 2020**

This marking guideline consists of 28 pages.

**SECTION A****QUESTION 1**

- 1.1 Output
- 1.2 Output
- 1.3 Input
- 1.4 Input
- 1.5 Output

(5 × 2) [10]

**QUESTION 2**

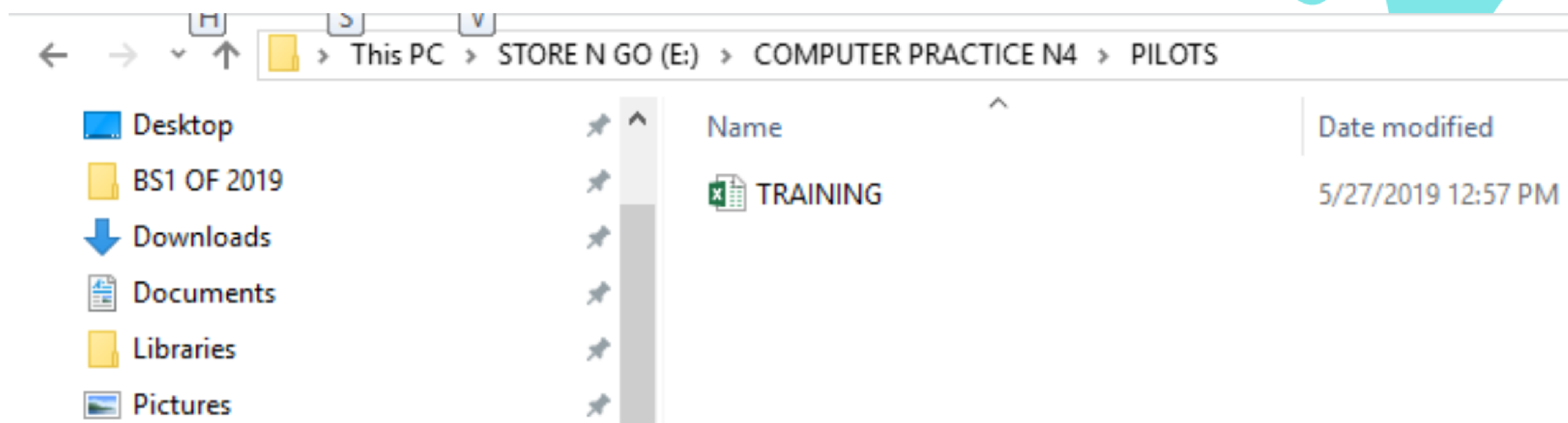
- 2.1 Read only memory – Permanent memory.  
OR  
It retains information even when power is switched off.
- 2.2 A modem is used to connect a computer to a telephone line to make electronic communication possible.
- 2.3 Device used to read text, images, etc. and make a copy of it on the screen in a specified program.
- 2.4 A program or set of instructions written in a programming language interpreted by the central processing unit.
- 2.5 A program designed to act as translator between the operator and the computer.

(5 × 2) [10]

**QUESTION 3**

**QUESTION 3.1**

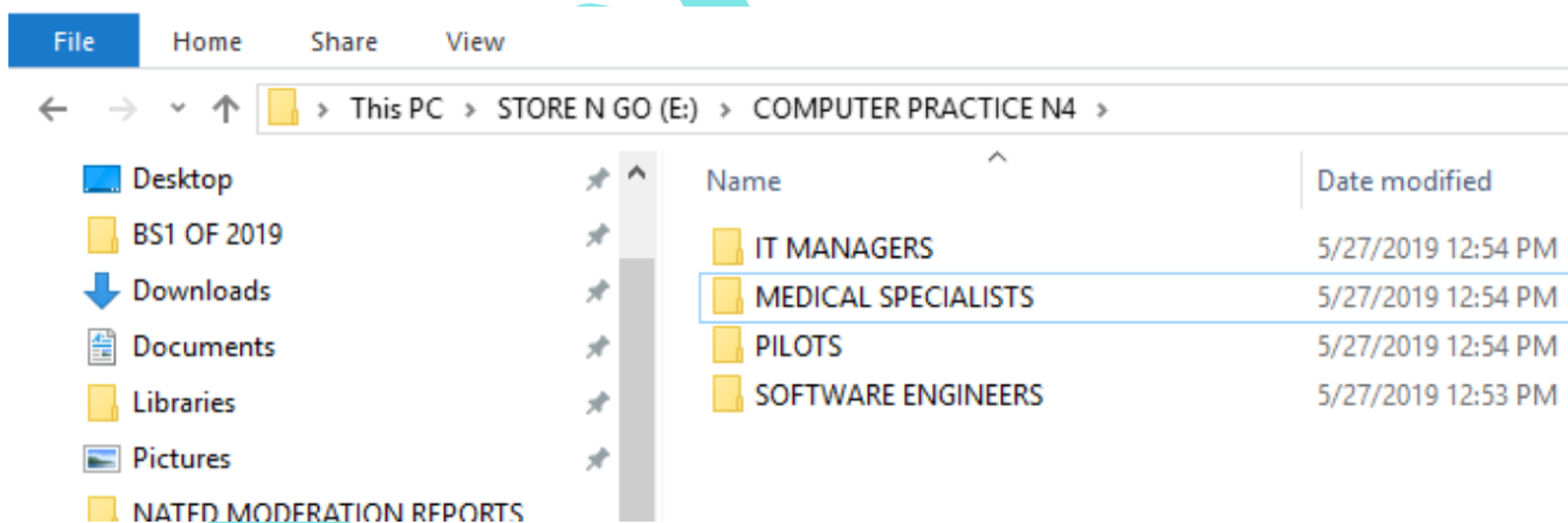
NO	MANIPULATION ERRORS	MARKS
1	EXAMINATION NUMBER and QUESTION 3.1 not inserted as header and/or incorrect	1
2	Excel file, TRAINING, not created in the PILOTS folder and/or incorrect	1



(2)

**QUESTION 3.2**

NO	MANIPULATION ERRORS	MARKS
1	EXAMINATION NUMBER and QUESTION 3.2 not inserted as header and/or incorrect	1
2	Folder, LAWYERS, not renamed to MEDICAL SPECIALISTS and/or incorrect	1



(2)