



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE
DATA MANAGEMENT: FARMING N5

27 MAY 2019

This marking guideline consists of 8 pages.

SECTION A**QUESTION 1**

1.1	1.1.1	D		
	1.1.2	L		
	1.1.3	K		
	1.1.4	J		
	1.1.5	A		
	1.1.6	I		
	1.1.7	F		
	1.1.8	B		
	1.1.9	E		
	1.1.10	G	(10 × 1)	(10)
1.2	1.2.1	Rich Text document		
	1.2.2	Internet document		
	1.2.3	Temporary file		
	1.2.4	MS Access database		
	1.2.5	MS Excel spreadsheet		
	1.2.6	Wave sound (audio file)		
	1.2.7	MS Word (word processing)		
	1.2.8	Adobe Acrobat Portable		
	1.2.9	Bitmap Image		
	1.2.10	WinZip compressed file	(10 × 1)	(10)
1.3	1.3.1	D		
	1.3.2	C		
	1.3.3	B		
	1.3.4	C		
	1.3.5	A		
	1.3.6	D		
	1.3.7	C		
	1.3.8	B		
	1.3.9	A		
	1.3.10	D	(10 × 1)	(10)
				[30]

QUESTION 2

- 2.1
- 1 – Name box
 - 2 – Active cell
 - 3 – Status bar
 - 4 – Insert worksheet tab
 - 5 – Document views
 - 6 – Zoom toolbar
 - 7 – Vertical scroll bar
 - 8 – Formula bar
 - 9 – Title bar
 - 10 – Ribbon
- (10 × 1) (10)
- 2.2
- 2.2.1 Database is an organised collection of related information or data.
 - 2.2.2 Creditor is a person or an institutions that a business owes money to
 - 2.2.3 Disk copy works with removable disks, which must be the same type. It prompts you to insert the source and destination.
 - 2.2.4 Debtor is someone who owes money to a business
 - 2.2.5 Invoice is a slip or paper that is issued to represent a proof of payment
 - 2.2.6 User account is a unique name given to every user to access a network or computer and is used to identify every user.
- (6 × 2) (12)
[22]

QUESTION 3

- 3.1
- 3.1.1 Has an input peripheral, which connects the user to a computer
 - 3.1.2 An output peripheral, which produces paper copies of information
 - 3.1.3 Used to drag, select, double click, point, etc.
 - 3.1.4 Brain of the computer used to process information
 - 3.1.5 Displays information on a screen
- (5 × 2) (10)
- 3.2 The shortcut menu appears (2)