



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N5

10 November 2021

This marking guideline consists of 11 pages.

SECTION A: THEORY

Answer SECTION A on the ANSWER SHEETS (attached).

QUESTION 1

- 1.1 D
- 1.2 A
- 1.3 D
- 1.4 C
- 1.5 C
- 1.6 A
- 1.7 D
- 1.8 B
- 1.9 B
- 1.10 B

(10 × 2) [20]

QUESTION 2

- 2.1 True
- 2.2 True
- 2.3 True
- 2.4 False
- 2.5 True
- 2.6 True
- 2.7 False
- 2.8 False
- 2.9 True
- 2.10 True

(10 × 2) [20]

QUESTION 3

- 3.1 I
- 3.2 E
- 3.3 M
- 3.4 A
- 3.5 H
- 3.6 K
- 3.7 J
- 3.8 G
- 3.9 F
- 3.10 D

(10 × 1) [10]

QUESTION 4

- 4.1
- When downloading an infected file from the internet
 - When booting the computer from an infected hard disk
 - When inserting an infected diskette into the diskette drive and opening the files on it
 - When browsing infected webpages
 - When opening an infected e-mail message or attachment
 - When using the internet
- (5 × 2) (10)
- 4.2
- Launch the installed antivirus programme.
 - Click start.
 - Click on programs.
 - Click on antivirus programme.
 - Reboot the computer if prompted to do so.
 - Run a system scan.
 - Infected files can be treated or removed or deleted.
- (5 × 2) (10)
- 4.3
- Statistical analysis can be made.
 - A budget can be drawn up and compared with the actual numbers.
 - It can be used for compiling wage sheets.
 - Projections can be made, based on a certain percentage of growth per annum.
 - Company reports can be drawn up (financial statements).
 - Discounted cash flow statements and loan redemption tables can be drawn up.
- (4 × 2) (8)
- [28]**

QUESTION 5

- 5.1 Name box
- 5.2 Active cell
- 5.3 Status bar
- 5.4 Insert worksheet tab
- 5.5 Document views
- 5.6 Zoom toolbar
- 5.7 Vertical scroll bar
- 5.8 Formula bar
- 5.9 Title bar
- 5.10 Ribbon
- (10 × 1) **[10]**