



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE COMPUTER PRACTICE N4

(6030204)

**3 November 2022 (X-paper)
09:00–12:00**

**Candidates are allowed 30 minutes to read the instructions in the question paper
before the start of the examination.**

This question paper consists of 20 pages and an answer sheet of 5 pages.

005Q1B2203

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTER PRACTICE N4
TIME: 3 HOURS
MARKS: 180

Read the following instructions carefully before answering the questions. Invigilators will explain if necessary.

INSTRUCTIONS AND INFORMATION

1. The question paper consists of TWO sections:

SECTION A: Theory (60 marks)

SECTION B: Word processing (50 marks), Spreadsheet (50 marks) and Presentation (20 marks)

SECTION A (QUESTION 1–5) must be answered on the ANSWER SHEET (attached). The ANSWER SHEET must be placed in the front of the EXAMINATION FOLDER. 50 minutes should be spent on this section.

SECTION B is done with the aid of a word processing, spreadsheet and presentation program and approximately 130 minutes should be spent on this section.

2. In the event of a power failure or a computer or printer error/breakdown, the invigilator must make the necessary arrangements for the candidates to continue and the actual time lost should be added.
3. If there is a problem with certain printers, e.g. not printing special characters or not printing the watermark etc., a report must accompany the centre's ANSWERS.
4. A candidate may use a list of ASCII codes. A spelling checker may be used.
5. Each answer must be printed on ONE side of a separate sheet of paper only (do not print back-to-back). PRINTOUTS must be placed in the EXAMINATION FOLDER.
6. At the end of the examination session, all PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER and handed to the invigilator. Only ONE PRINTOUT per question or subsection of a question may be handed in. PRINTOUTS not submitted for marking must be collected by the invigilator at the end of each session and destroyed at the end of the day. No PRINTOUTS whatsoever may be removed from the EXAMINATION ROOM or placed in the wastepaper bins.

7. PRINTOUTS to be marked must be arranged in the same order as that of the questions in the QUESTION PAPER.
8. In SECTION B (Word processing) only Courier New 12 pt may be used unless instructed differently. Margins of 2.54 cm/1" should be used unless instructed differently.
In SECTION B (Spreadsheet) Calibri 11 pt or Arial 10 pt may be used unless instructed differently.
9. Key in the QUESTION NUMBER and well as your EXAMINATION NUMBER for each question as indicated in the instructions. ANSWERS without printed EXAMINATION NUMBERS will not be marked.
10. All work on the computer should be saved at regular intervals to prevent loss of work in the event of a power failure. No additional time will be allowed to redo such lost work. It is the candidates' responsibility to protect their answers through regular saving.
11. At the end of the examination session each candidate must hand in the PRINTOUTS of the answers as well as the compact disk/memory stick with the saved answers (properly marked with the candidate's EXAMINATION NUMBER). If the candidate's work is saved on the hard disk/network, the invigilator(s) must copy the answers to a compact disk/memory stick and the answers must be deleted from the hard disk/network. These diskettes must be handed to the examination section for safekeeping for at least SIX months in case enquiries should be made by the Department of Higher Education and Training.
12. No QUESTION PAPER may be taken out of the examination room until at least ONE hour after the start of the last session. All QUESTION PAPERS must be handed in before candidates leave the EXAMINATION ROOM.
13. In the event of a QUESTION PAPER being written in more than one session, invigilators must ensure that all answers are backed up and removed from the hard disks/network before the candidates for the next session are allowed into the EXAMINATION ROOM.
14. The use of the internet is strictly prohibited. Even if a computer/terminal has internet access, you are not allowed to access the internet during the examination. Accessing the internet during the examination is considered as an IRREGULARITY.

15. No candidate may print/share his/her work for/with another candidate, make his/her compact disk/memory stick available to another candidate or access another candidates' work on the network or by means of e-mail and the internet or any other manner. Any attempt to access information from or transfer information to another candidate in whatever manner is considered an IRREGULARITY and against the rules and regulations as set out by the Department of Higher Education and Training. Should an irregularity be declared against a candidate, further steps will be taken and the candidate may be liable for suspension from current and future examinations.

**DO NOT TURN THE PAGE BEFORE
THE INVIGILATOR INSTRUCTS YOU TO
DO SO.**

SECTION A: THEORY**MARKS: 60**

Answer QUESTIONS 1 to 5 on the ANSWER SHEET (attached).

Time allocated for SECTION A: 50 minutes.

QUESTION 1: COMPUTING CONCEPTS AND APPLICATION SKILLS MARKS: 15

1.1 Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1.1–1.1.5) on the ANSWER SHEET (attached).

1.1.1 A good digital citizen is ...

- A a hacker.
- B a person who uses digital media responsibly.
- C any person that spends all of their free time on social media.
- D a phisher.

1.1.2 Which of the following is an example of a portable device?

- A ADSL line
- B Desktop computer
- C Laptop
- D All of the above

1.1.3 Users use input devices, for example ... to enter data into computers.

- A speakers
- B mouse and keyboard
- C printers
- D None of the above

1.1.4 Output devices are used to produce output for the user, for example ...

- A mouse and keyboard
- B scanner
- C printer
- D None of the above

1.1.5 The information processing cycle consist of ...

- A input, processing, outsource, communication, sales
- B input, processing, output, communication, storage
- C input, processing, output, construction, storage
- D None of the above

(5 × 2) (10)

- 1.2 Choose a file type from COLUMN B that matches a software programme in COLUMN A by writing only the letter (A–H) next to the question number (1.2.1–1.2.5) on the ANSWER SHEET (attached).

COLUMN A		COLUMN B	
1.2.1	.txt	A	Microsoft Word
1.2.2	.docx	B	Microsoft Excel
1.2.3	.zip	C	Microsoft PowerPoint
1.2.4	.pdf	D	Notepad
1.2.5	.xlsx	E	Flash Player
		F	WinZip
		G	Internet Explorer
		H	Adobe Acrobat Reader

(5 × 1)

(5)
[15]**QUESTION 2: NETWORKING AND COMMUNICATIONS SKILLS****MARKS: 10**

- 2.1 Choose the correct word or words from those given in brackets. Write only the word or words next to the question number (2.1.1–2.1.5) on the ANSWER SHEET (attached).

- 2.1.1 This card uses a wired cable to connect to a network.
(Ethernet NIC/Wireless NIC)
- 2.1.2 To filter and forward data packets from one network segment to another. (Router/Rotor)
- 2.1.3 Software used to manage different server platforms such as web servers, file servers, email servers, etc. (Application software/Network software)
- 2.1.4 Used to connect the network to an internet service provider.
(Model/Modem)
- 2.1.5 Enables Wi-Fi devices such as laptops to connect to a wired network. (Wireless appoint protocol/Wireless access point)

(5 × 1)

(5)

2.2 Write the following abbreviations IN FULL next to the question number (2.2.1–2.2.5) on the ANSWER SHEET (attached).

2.2.1 PAN

2.2.2 LAN

2.2.3 WAN

2.2.4 MAN

2.2.5 NIC

(5 × 1)

(5)
[10]

QUESTION 3: DATA, INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING
MARKS: 15

Read the information below and answer the questions that follow on the ANSWER SHEET (attached):

You are considering buying a new laptop. You want a new laptop mainly for gaming and collaborating online. Have a look at the following options to see which laptop will best suit your needs:

Option 1:



Specs:

Windows 10 Home
15.6-inch full HD display
8GB RAM and 512 SSD storage
Intel Core i5 10300H processor
NVIDIA GeForce GTX 1650 4GB GDDR6
Backlit Chiclet keyboard RGB
Wi-Fi 6 + Bluetooth 5.0
720 HD camera

ASUS TUF Gaming F15
R16 999
or R1 095 pm on credit

Option 2:



**LENOVO Legion
R24 999**

Specs:

Windows 10 Home 64 bit
 15.6" FHD 144Hz GSync display
 Intel Core i7-8750H & 16GB RAM
 256 GB NVMe SSD + 1TB HDD
 NVIDIA GeForce RTX 2060 6GB GDDR6
 RGB LED Backlit keyboard

Option 3:



**RAZER Blade Pro
R54 999**

Specs:

Windows 10 Professional 64
 10th Gen Intel Core i7-10875H CPU
 NVIDIA GeForce RTX 2070 8GB GPU
 17.3-inch FHD 300Hz display
 8GB DDR4 2666MHz memory
 512GB SSD PCIe M.2
 Thunderbolt 3 USB-C

- 3.1 Which laptop offers the biggest RAM? (Name the laptop and the RAM size.) (2)
- 3.2 Which laptop offers the biggest display? (Name the laptop and the display size.) (2)
- 3.3 What processor does the ASUS offer? (1)
- 3.4 Which laptop offers a 1 TB hard drive disk? (1)
- 3.5 Which laptop offers the best operating system? (Name the laptop and the operating system.) (2)
- 3.6 Which laptops are priced the lowest and the highest respectively? (Only name the laptops.) (2)
- 3.7 Give any reason why Google Drive, OneDrive or Apple iCloud is a handy tool to share files. (2)
- 3.8 What is a benefit of online collaboration? (1)
- 3.9 Define the term, *blog*. (2)

[15]

QUESTION 4: INTERNET AND COMMUNICATION SKILLS**MARKS: 10**

Choose ONE term from the list below for each of the following descriptions and write it next to the question number (4.1–4.10) on the ANSWER SHEET (attached). Each term in the list may only be used once.

internet; world wide web; IPv4; page; Google; internet proverb; URL; ISP;
IPv6; web browser; Takealot; world wild web; Ethernet; MWEB; DSP;
ARL; internet protocol

- 4.1 <https://www.college.co.za> is an example of a ...
- 4.2 An example of an internet service provider.
- 4.3 An example of a search engine.
- 4.4 A company that allows one to access the internet for a monthly or annual fee.
- 4.5 An example of an online shopping service.
- 4.6 192.158.1.38 is an example of an ... address.
- 4.7 Global system of interlinked computers and networks that are not owned by any organisation.
- 4.8 IP stands for ...
- 4.9 Application software used to view webpages.
- 4.10 A virtual network that consists of websites and webpages connected across the world.

(10 × 1) **[10]**

QUESTION 5: DIGITAL CITIZENSHIP**MARKS: 10**

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (5.1–5.10) on the ANSWER SHEET (attached).

- 5.1 Software piracy is the legal copying and downloading of copyright software.
- 5.2 Information accuracy is based on rumours, lies and distortion.
- 5.3 Cybercrimes can include hardware and software-related crimes, identity theft and information theft.
- 5.4 In an emergency, ICT can connect people to an online doctor for assistance.
- 5.5 Technological addiction is nothing more than a myth.
- 5.6 A precaution that one can take to limit negative impact on a user's health is to always listen to music on full volume over a headset.
- 5.7 Stretching exercises can help to reduce strain on one's back.
- 5.8 Ergonomics is the study of a person's mental comfort in the workplace.
- 5.9 A negative impact of ICT on the environment is when users do not switch off their computers and waste electricity.
- 5.10 A positive impact of ICT on the environment is when users increase the use of paper to make printouts for work-related purposes.

(10 × 1) **[10]**

TOTAL SECTION A: 60

SECTION B: PRACTICAL**120 MARKS**

Time allocated for SECTION B: 130 minutes

QUESTION 6: WORD PROCESSING**MARKS: 50****TIME: 55 MINUTES**

1. Retrieve the document, SHARKS, saved in the COMPUTER PRACTICE N4 folder. (Only make a PRINTOUT of the edited document, do not print and hand in the unedited version).
2. Save the document as QUESTION 6.
3. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 6 right-aligned in CAPITAL LETTERS.
4. Edit the document as indicated in the text and according to the instructions below.
5. Change all margins to 1.27 cm/0.5".
6. Justify the whole document.
7. Insert three open lines at the top of the document.
8. Choose any WordArt of your choice and insert the heading at the top of the document. Change the font to Berlin Sans FB 28 pt and position the heading in the centre:

The KING of sharks
9. Find and replace the words 'great white' with 'Great White' in font Berlin Sans FB 14 pt, bold and italics.
10. Insert line numbering as indicated in the text (line spaces should not be numbered). The line numbering must start at 5. Change the spacing of the line numbering to 0.2 cm/0.1".
11. Insert all page breaks as indicated in the text.
12. As a footer, insert the following:

A single horizontal line from the left- to right-hand margin.

After horizontal line enter once and insert the following text in the footer in 8 pt, right-aligned and apply any reflection effect to the text:

Protect our marine life!
13. Insert THREE columns and insert column breaks as indicated in the text.

14. Change the page orientation of the second page to landscape. The rest of the document must remain in portrait.
15. Continue to edit the document as indicated in the text below. Use the default font of the document unless instructed differently.
16. After completing all the editing, print only the edited document. Save the document and place the PRINTOUT in your EXAMINATION FOLDER.



Insert WordArt as indicated in the instructions

Change all encircled text to italics

Number lines, start with 5

Great white sharks, *Carcharodon carcharias* (Linnaeus, 1758), aka white sharks, white pointers, blue pointers, man-eaters, manila sharks, have, according to E.O. Wilson "... rightfully been called a top carnivore, a killing machine, the last free predator of man – the most frightening animal on earth." This common perception of white sharks is changing though as we learn more about these increasingly threatened sharks, some courageous explorers have not only free-dived with these "killing-machines," they lived to talk about it. ~~Not that free-diving with white sharks is recommended, but these bold experiments have shown that these majestic, yet intimidating, creatures are actually not predators of man.~~

Delete

Great white sharks, *Carcharodon carcharias*, are the largest known predatory fish in the sea. They reach lengths of over 6,4 m and can weigh up to 2 268 kg. They have a conical snout, pitch black eyes, a heavy, torpedo-shaped body, and a crescent-shaped, nearly equal-lobed tail fin that is supported on each side by a keel. The great white swims in a stiff-bodied, tuna-like fashion, unlike the sinuous whole-bodied swimming stroke of most sharks.

Move paragraph where indicated with ***

†
The name "white shark" is thought to have come from its universal all-white belly. The dorsal colouring of great white sharks, however, ranges from pale to dark grey and can vary tremendously depending on lighting and water colour and visibility. (See *image below*)

The great white sharks' average length is around 3,6 m, but there have been reports of sharks as large as 7,62 m. The great white belongs to the Family Lamnidae (the mackerel sharks), which includes mako and salmon sharks. Along the California coastline, a great white adult is an important predator of marine mammals, particularly the calorie-rich elephant seals. Juveniles feed mostly on fish and add marine mammals to their diet when they reach about 450 kg.

Indent paragraph on both sides 3 cm/1.18" and change to 1.5 line spacing

White sharks are able to prey on such large creatures with their large upper teeth, which are triangular in shape and sharply serrated to cut large pieces of flesh from prey. The bottom teeth are narrower and used to hold prey. An unusual characteristic the white sharks (shared by other mackerel sharks and thresher sharks, Family Alopiidae) is the ability to maintain parts of their body (swimming muscles, stomach, and brain) at temperatures above that of the surrounding water, which classifies them as endothermic or warm-blooded, like mammals.

Centre paragraph and indent on both sides 5 cm/1.96"

[Information obtained by marinebio.org]

----- Page break -----

Apply to all column headings:
uc, bold, underline and right-align
Shade only the text of each heading in grey

Facts

These carnivores are the world's largest known predatory fish. It has 300 teeth, yet do not chew their food. Sharks rip their prey into mouth-sized pieces which are swallowed whole. The shark's heavy, torpedo-shaped body allows it to cruise efficiently for long periods of time, and then suddenly switch to high speed bursts in pursuit of prey - sometimes leaping out of the water. It feeds on a broad spectrum of prey, from small fish, such as halibut, to large seals and dolphins.

col 1

Why they matter

As large and powerful predators, great white sharks play an important role at the top of the marine food chain. Despite its fame and reputation, little is actually known about these sharks' biology and behaviour.

col 2

Threats

Great white sharks are decreasing in numbers and are rare due to years of being hunted by man for fins and teeth, and often as trophies for sport fishing. The white shark is often caught as bycatch by commercial fisheries and can also become entangled in meshes that protect beaches.

col 3

[Information obtained by worldwildlife.org]

Cancel the columns from this point

‡

Paste
paragraph here

‡

Insert the image, SHARK, from the COMPUTER PRACTICE N4 folder after the last paragraph.
Change the size of the picture to 7 cm/2.75" height x 9 cm/3.54" width
Apply a double frame, black picture style to the image.
Position the image in the centre of the page.

----- Page Break -----

Candidate:

Insert all text, the shape and table. Apply all manipulation as instructed.

Why should we protect sharks?

bold, underline

‡

1. Sharks play a critical role in the ocean's ecosystems, they regulate the natural balance.
2. Sharks are being killed at an alarming rate of up to 273 million worldwide per year.
3. Sharks keep our oceans healthy and productive.

‡

Insert paragraph numbering and indent

Insert shape [EXPLOSION: 8 points] after the numbered paragraphs.

Size of the shape must be 10 cm/3.93" height x 9 cm/3.54" width.

Position the shape on the right-hand side of the page. Change the outline of the shape to 3 pt.

‡

Copy the text from the file, FACT, in the COMPUTER PRACTICE N4 folder and paste inside the shape.

Change the font to Berlin Sans FB 10 pt.

Change the heading 'Did you know?' to bold, underline and centred inside the shape.

Insert a table with text after the shape.

The font of the table must be Berlin Sans FB 10 pt.

Size of the table:

2 columns x 4 rows

Row height must be 0.5 cm/0.2"

First column must be 7 cm/2.75"

Second column must be 11 cm/4.33"

Column headings must be centred, upper case and bold.

Insert any bullets and indent.

Remove the bottom borders of row 2 and 3.

Apply a triple outside border.

Shade row 1 grey.

MYTH	FACT
➤ Sharks are hungry man eaters.	➤ Sharks do not hunt humans, most 'attacks' are mistakes.
➤ Sharks are all the same.	➤ Sharks are diverse with over 400 different species.
➤ Sharks have no predators.	➤ The greatest predator to sharks is humans.

Apply left tab stops at 5.5 cm/2.16" and 11 cm/4.33"

Insert text, Berlin Sans 12 pt

Protect marine life ...

‡

together we can save the ...

‡

uc, bold

GREAT WHITE – KING OF SHARKS!Insert and centre
Insert symbols
(Wingdings)www.helpgreatwhite.org

☎ +2786 987 6540

[50]

SPREADSHEET**MARKS: 50****QUESTION 7: STATISTICS SHEET****30 MARKS****TIME: 40 MINUTES**

1. Retrieve the spreadsheet, SHARKSTAT, from the COMPUTER PRACTICE N4 folder.
2. Save the document as QUESTION 7.
3. As a header, key in EXAMINATION NUMBER left-aligned and QUESTION 7 right-aligned.
4. Make all the changes as indicated on the spreadsheet and according to the instructions below.
5. Insert the following formulae/functions where the letters of the alphabet appear to do the following calculations; use cell references for all calculations where possible:
 - A TOTAL AMOUNT of GLOBAL SHARK CATCH
(TONS multiply PRICE PER TON)
(display answers as currency with no decimals)
 - B TOTAL AMOUNT of EXPORTED SHARK FINS
(TONS multiply PRICE PER TON)
(display answers as currency with no decimals)
 - C TOTAL = Total of TONS for GLOBAL SHARK CATCH and
EXPORTED SHARK FINS (display answer as integer)
 - D TOTAL = Total of TOTAL AMOUNT for GLOBAL SHARK CATCH
and EXPORTED SHARK FINS (display answer as currency with
no decimal)
 - E Calculate AVERAGE SHARK FINS PRICE PER TON (function)
(display the answer as an integer)
 - F Calculate AVERAGE SHARK CATCH (TONS) (function)
(display answer as integer)
 - G Determine HIGHEST SHARK FINS PRICE PER TON (function)
(display answer as currency, no decimal)
 - H Determine LOWEST SHARK CATCH PRICE PER TON (function)
(display answer as currency, no decimal)
 - I Determine the MEDIAN SHARK CATCH (TONS) (function)
(display answer as integer)

6. Insert borders as indicated on the spreadsheet.
7. Adjust all columns and rows so that the information is legible. Copy the formulae to other cells as indicated on the spreadsheet.
8. Print only the edited document in portrait orientation with row and column headings on ONE page. Save the spreadsheet and place the PRINTOUT in your EXAMINATION FOLDER.

	A	B	C	D	E
1	merge and centre	SHARK STATISTICS			
2		open row			
3		PRESENTING ACTUAL FIGURES ON SHARK CATCHING			
4		open row			
5	ACTIVITY		YEAR	TONS	PRICE PER TON
6	GLOBAL SHARK CATCH Merge and centre Change text orientation angle to counter clockwise		2006	550	R55
7			2007	510	R65
8			2008	540	R70
9			2009	500	R75
10			2010	530	R80
11	TOTAL		C		D
12	open row				
13	ACTIVITY		YEAR	TONS	PRICE PER TON
14	EXPORTED SHARK FINS Merge and centre Change text orientation angle to counter clockwise		2011	390	R85
15			2012	510	R90
16			2013	120	R95
17			2014	200	R100
18			2015	190	R105
19	TOTAL		C		D
20	open row				
21	AVERAGE SHARK FINS PRICE PER TON				E
22	AVERAGE SHARK CATCH (TONS)				F
23	HIGHEST SHARK FINS PRICE PER TON				G
24	LOWEST SHARK CATCH PRICE PER TON				H
25	MEDIAN SHARK CATCH (TONS)				I

Candidate:
Use a consistent font
throughout the
spreadsheet, Arial 10 pt or
Calibri 11 pt

Candidate:
Centre all the years

Candidate:
Insert columns:
PRICE PER TON
TOTAL AMOUNT
wrap headings as indicated

(30)

QUESTION 8: INVOICE**20 MARKS****TIME: 15 MINUTES**

1. Retrieve the spreadsheet, SHARKINV, from the COMPUTER PRACTICE N4 folder.
2. As a footer, key in your EXAMINATION NUMBER left-aligned and QUESTION 8 right-aligned.
3. Save the spreadsheet as QUESTION 8.
4. Make all the changes as indicated on the spreadsheet and according to the instructions below.
5. Insert the following information on the invoice next to the correct headings:

INVOICE NO:	SIN23
INVOICE DATE:	Insert today's date
CUSTOMER CODE:	BRI2DY

6. Insert the image, SHARKLOGO, from the COMPUTER PRACTICE N4 folder as indicated on the spreadsheet and apply the following changes:

Change ONLY the height of the image to 2.54 cm/1"

Apply a 3 pt single-line border around the image

Position the image as indicated on the spreadsheet

7. Insert the following formulae/functions where the letters of the alphabet appear to do the following calculations; use cell references for all calculations where possible:

A Calculate the TOTAL: QUANTITY multiply PRICE (EXC)
(display as currency, two decimals)

B SUBTOTAL: Add all the TOTAL amounts
(display as currency, two decimals)

C SUBTOTAL LESS DISCOUNT:
SUBTOTAL minus (SUBTOTAL multiply DISCOUNT)
(display as currency, two decimals)

D VAT: SUBTOTAL multiply VAT RATE
(display as currency, two decimals)

E TOTAL PAYABLE: SUBTOTAL plus VAT
(display as currency, two decimals)

F NUMBER OF PRODUCTS: Make use of a function
(display as integer)

G NUMBER OF BLANK CELLS (A20:B29): Make use of a function
(display as integer)

8. Copy the formulae to the other cells as indicated.

9. Print the spreadsheet without row and column headings on ONE portrait page. Save the spreadsheet and place the PRINTOUT in your EXAMINATION FOLDER.

KING SHARK TOURS ← Change heading to Bradley Hand ITC 16 pt, bold

Save the GREAT WHITE - KING OF SHARKS!

543 Ocean Road, Gansbaai, WESTERN CAPE, 7220

Tel: 028 234 5678

E-mail: info@kst.co.za

Change font to Bradley Hand ITC

VAT Reg No: 4569871230

TAX INVOICE

Position image here, apply changes according to instructions

INVOICE NO:
INVOICE DATE:
CUSTOMER CODE:

Insert according to instructions, centre information

Bill To:
Robert Brian
1 June Road
Heidelberg
WESTERN CAPE
6665

PRODUCT	QUANTITY	PRICE (EXC)	TOTAL	Left-align, centre vertically, and bold headings	
Shark Cage Diving Adult	2	R1 350.00		Insert prices, currency, 2 decimals	A ↓
Shark Cage Diving Child	1	R730.00			
Conservation Donation	3	R26.10			
Shark Plush Toy	1	R200.00			
We appreciate your support! Price includes free visit to the African Penguin Sanctuary!		SUBTOTAL			B
		DISCOUNT		10%	
		SUBTOTAL LESS DISCOUNT			C
		VAT RATE		15%	
		VAT			D
		TOTAL PAYABLE			E

Terms and conditions:

Invoice must be paid in full on day of expedition
50% deposit required for guaranteed booking

Number of products

F

Number of blank cells

G

(20)

QUESTION 9: PRESENTATION
TIME: 20 MINUTES**MARKS: 20**

You are an environmentalist and want to make your peers aware of the dangers of shark fin soup. You decide to make a quick presentation to present to the class.

1. Retrieve the presentation, SHARKFIN, from the COMPUTER PRACTICE N4 folder.
2. As a footer, key in your EXAMINATION NUMBER and QUESTION 9 in capital letters on each slide. Ensure that the slide number also appears on each slide.
3. Save the presentation as QUESTION 9.
4. Make all the changes according to the instructions below and apply all proofreading instructions as given on the next page.
5. Change the theme of the presentation to 'RETROSPECT' and change the variant of the theme to 'GRAYSCALE'.
6. Print as a HANDOUT, 2 slides in portrait orientation and place the PRINTOUT in your EXAMINATION FOLDER.

Slide 1:



Apply 6 pt round dot border around image.

Apply Pencil Sketch Artistic Effect to the image.

Move image to the bottom right-hand side of the slide.

Flip the image horizontally.

Change to Lucida Handwriting
80 pt, uc, centre

sharkfin soup

insert a letter space

Is it good or bad?

Lucida Handwriting 40 pt, uc left-aligned

Slide 2:

Thousands of sharks must die for their fins every year!

Change to Arial Black 48 pt, italics, centre

Dangers

What can you do?

Change headings to
Arial Black 32 pt, uc

- Shark fin soup contains mercury and methylmercury in concentrations high enough to be considered unsafe for human consumption.

- Don't support the shark fin trade.
- Warn friends and family about potential dangers.
- Make people aware of the extinction that sharks are facing.

Change font to Arial Narrow 24 pt
Change bullets to ➤

Apply a double line border
around each text box
(text with bullets)

[20]

TOTAL SECTION B: 120
GRAND TOTAL: 180

EXAMINATION NUMBER:

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CENTRE NUMBER:

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3 NOVEMBER 2022

ANSWER SHEET

COMPUTER PRACTICE N4

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%

The answer sheet consists of 5 pages.

EXAMINATION NUMBER:

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CENTRE NUMBER:

--	--	--	--	--	--	--	--

SECTION A

QUESTION 1

1.1 1.1.1 _____

1.1.2 _____

1.1.3 _____

1.1.4 _____

1.1.5 _____

(5 × 2) (10)

1.2 1.2.1 _____

1.2.2 _____

1.2.3 _____

1.2.4 _____

1.2.5 _____

(5 × 1) (5)
[15]

EXAMINATION NUMBER:

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CENTRE NUMBER:

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QUESTION 2

- 2.1

2.1.1

2.1.2

2.1.3

2.1.4

2.1.5

(5 × 1) (5)

- 2.2

2.2.1

2.2.2

2.2.3

2.2.4

2.2.5

(5 × 1) (5)
[10]

QUESTION 3

- 3.1

(2)

- 3.2

(2)

EXAMINATION NUMBER:

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CENTRE NUMBER:

--	--	--	--	--	--	--	--	--

3.3		(1)
3.4		(1)
3.5		(2)
3.6		(2)
3.7		(2)
3.8		(1)
3.9		(2)
		[15]

EXAMINATION NUMBER:

CENTRE NUMBER:

QUESTION 4

4.1

4.2

4.3

4.4

4.5

4.6

4.7

4.8

4.9

4.10

(10 × 1) [10]

QUESTION 5

5.1

5.2

5.3

5.4

5.5

5.6

5.7

5.8

5.9

5.10

(10 × 1) [10]

TOTAL SECTION A: 60