



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

DATA MANAGEMENT: FARMING N4

30 MAY 2016

This marking guideline consists of 8 pages.

SECTION A: THEORY**QUESTION 1**

1.1	1.1.1	True	(10 × 2)	(20)
	1.1.2	True		
	1.1.3	True		
	1.1.4	True		
	1.1.5	True		
	1.1.6	True		
	1.1.7	True		
	1.1.8	True		
	1.1.9	True		
	1.1.10	True		
1.2	1.2.1	C	(10 × 2)	(20)
	1.2.2	C		
	1.2.3	C		
	1.2.4	C		
	1.2.5	C		
	1.2.6	C		
	1.2.7	C		
	1.2.8	C		
	1.2.9	C		
	1.2.10	C		
1.3	1.3.1	G	(5 × 2)	(10)
	1.3.2	E		
	1.3.3	F		
	1.3.4	D		
	1.3.5	B		
1.4	1.4.1	System software	(5 × 2)	(10)
	1.4.2	Scanner		
	1.4.3	ALU		
	1.4.4	Laptops		
	1.4.5	Impact printers		
				[60]

QUESTION 2

2.1	2.1.1	Input device		
	2.1.2	RAM		
	2.1.3	ROM		
	2.1.4	Output device		
	2.1.5	diskette		
	2.1.6	hard disk	(6 × 2)	(12)
2.2	2.2.1	It is a set of instructions that infects software (computer programs) and is introduced into executable programs (program files, such as WordPad). It is written by a programmer.		(4)
	2.2.2	• Avoid downloading software from Bulletin Board systems and computer games, and the use of illegitimate copies of software from friends. Do not use pirated software. • Avoid sharing removal disks (USB flash disks) on computers and networks, for example a disk that has been used at home and then at work. • Install an anti-virus program on the hard disk to identify and clear viruses. • Check all diskettes and downloaded files by scanning with antivirus. • Do not open unrecognised e-mailed messages and beware of strange e-mail attachments. • Scan the hard disk for viruses once a week. Back up the contents of the hard disk on a regular basis.	(Any 4 × 1)	(4)
	2.2.3	• Worm • Trojan • File virus • Boot-sector virus	(Any 2 × 1)	(2)

[22]

QUESTION 3

- 3.1 Ergonomics is a field of technology that considers human capabilities and limitations in the design of machines and equipment that people use, and the environments in which they operate.
- 3.2 A user name is a unique code given to every user to access a network.
- 3.3 A password is a string of characters a user enters to verify his/her identity.
- 3.4 Twitter is a free social-networking and micro-blogging service that enables its users to communicate and stay connected through the exchange of quick, frequent answers to one simple question: What are you doing?
- 3.5 Electronic mail (e-mail) is a method of sending text messages from one computer to another by a telephone line.

(5 × 2) [10]

QUESTION 4

- 4.1 CPU/Mother board
- 4.2 Laptop computer
- 4.3 Monitor or screen
- 4.4 Modem
- 4.5 Scanner
- 4.6 Printer

(6 × 2) [12]

QUESTION 5

- 5.1 Megahertz
- 5.2 Uninterruptible power supply
- 5.3 Small computer system interface
- 5.4 Integrated drive electronics
- 5.5 Random access memory
- 5.6 Local area network
- 5.7 File allocation table
- 5.8 Multiple-zone recording

(8 × 2) [16]

TOTAL SECTION A: 120

SECTION B: WORD PROCESSING**QUESTION 1A**

1.3 Examination number left and question number right✓

EXAMINATION NUMBER

QUESTION 1A

The Flower Shop

Quality Fresh Flowers at the BEST Price!

You have an occasion – we have the flowers!

Fresh Flowers
Gift Baskets
Wedding Planning
Dried Flowers
Potted Plants

Hours:

Monday–Friday: 08:00 till 17:00

Saturday: 09:00 till 14:00

Phone/Fax: (031) 563 2548

E-mail: flowers@cyber.co.za

*1.2 Font Arial 12✓
1.4 Margins set correctly✓
1.7 Print✓
accuracy✓✓✓*

(7)

QUESTION 1B

EXAMINATION NUMBER

QUESTION 1B ✓✓ *Changed to 1B*

1.4 Main heading: Baskerville Old Face 20, upper case, bold ✓✓✓

THE FLOWER SHOP



Quality Fresh Flowers at the BEST Price!

You have an occasion – we have the flowers!

- Fresh Flowers
- Gift Baskets
- Wedding Planning
- Dried Flowers
- Potted Plants
- Special Birthday Baskets

*1.5 Bullets inserted ✓✓✓✓
1.6 Text inserted ✓✓*

*1.9 Picture inserted ✓✓✓
1.10 Wrap text, move to top right corner ✓✓
1.11 3 pt border ✓✓*

*1.7 All underlined ✓✓✓
1.8 Double line spacing ✓✓*

Hours:

Monday–Friday: 08:00 till 17:00

Saturday: 09:00 till 14:00

Phone/Fax: (031) 563 2548

E-mail: flowers@cyber.co.za

(23)
[30]

QUESTION 2A

*Open Excel ✓
2.1 Examination ✓✓ and
question number as header
2.2 Arial 12 ✓✓*

	A	B	C
1	EXCELLENCE STUDENT FINANCE AGENCIES		
2			
3	INCOME AND EXPENDITURE STATEMENT		
4	FOR THE MONTHS JUNE/JULY 2015		
5			
6	MONTH	JUNE	JULY
7			
8	INCOME		
9	Services rendered	13800	10750
10	Book sales	1200	1590
11	Other income	650	580
12			
13	TOTAL INCOME		
14			
15	EXPENSES		
16	Salaries	2400	
17	Stationary	40	200
18	Telephone	60	130
19	Rent	1230	1230
20			
21	TOTAL EXPENSES		
22			
23	PROFIT		

*2.3 Column width adjusted ✓✓
2.6 Print ✓
accuracy ✓✓✓✓✓✓*

(15)

QUESTION 2B

	A	B	C
1	EXCELLENCE STUDENT FINANCE AGENCIES		
2			
3	INCOME AND EXPENDITURE STATEMENT		
4	FOR THE MONTHS JUNE/JULY 2015		
5			
6	MONTH	JUNE	JULY
7			
8	INCOME		
9	Services rendered	R 13 800.00	R 10 750.00
10	Book sales	R 1 200.00	R 1 590.00
11	Other income	R 650.00	R 580.00
12			
13	TOTAL INCOME	R 15 650.00	R 12 920.00
14			
15	EXPENSES		
16	Salaries	R 2 400.00	R 2 640.00
17	Stationary	R 40.00	R 200.00
18	Telephone	R 60.00	R 130.00
19	Rent	R 1 230.00	R 1 230.00
20			
21	TOTAL EXPENSES	R 3 730.00	R 4 200.00
22			
23	PROFIT	R 11 920.00	R 8 720.00
24			

Question number changed ✓
 Main heading Forte MS 16 ✓
 3, 4, 6, 8, 13, 21, 23 rows all bold ✓✓
 Total income correct ✓✓✓✓
 July salary increased by 10% ✓✓✓
 Total expenses correct ✓✓✓✓
 Profit correct ✓✓✓✓
 All amounts in currency two decimals ✓
 Print with row and column heading ✓✓

(35)

TOTAL SECTION B: 80
 GRAND TOTAL: 200