higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

DATA MANAGEMENT: FARMING N4

18 NOVEMBER 2016

This marking guideline consists of 11 pages.

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SECTION A

QUESTION 1

1.1 True
1.2 False
1.3 True
1.4 True
1.5 False
1.6 False
1.7 True
1.8 False
1.9 True
1.10 True

(10 × 2) **[20]**

QUESTION 2

2.1 A computer is an electronic machine that receives data from an input device, stores processed data and sends it to an output device.

2.2 A scanner is a device that reads text, images or graphics on paper and converts it into machine-readable characters.

2.3 System software refers to programs designed to allow the computer to manage its own resources and include operating systems, language translators, utility programs and user interfaces.

2.4 A plotter is a computer output device similar to a printer that uses vector instructions to draw lines on a surface.

2.5 Cold boot is the process of starting a computer from shutdown or a powerless state setting it to normal working conditions.

(5 × 2) **[10]**

QUESTION 3

3.1 Central processing unit
3.2 Wide local area network
3.3 Visual display unit
3.4 Computer vision syndrome
3.5 Voice over internet protocol
3.6 Universal serial bus
3.7 Read-only memory – basic input/output system
3.8 Repetitive strain injury

(8 × 2) **[16]**

QUESTION 4

4.1 Copyright is an unregistered right that protects published and unpublished literary, scientific, musical and artistic works, cinematographic films, sound recordings, broadcasts and computer programs. (2)

4.2 The creator/composer of the work owns the copyright. (1)

4.3
- Ensure that work is properly marked.
- Register the work.
- Keep or register supporting evidence.
- When working in a joint venture there has to be an agreement between co-authors. (4)

4.4
- Produce copies or reproductions of the work and sell those copies
- Import or export the work
- Perform or display the work publicly
- Sell or cede these rights to others (Any 3 × 1) (3)

4.5 4.5.1 Software piracy means illegally copying copyrighted software. (2)

4.5.2
- Reproduce in large quantities to sell and make profit
- Inadequate money to purchase original (2)

4.5.3
- Do not purchase pirated software.
- Blow the whistle to relevant authorities.
- Create awareness on the negative aspects of piracy. (3)

4.6
- Information is not lost in the event of fire or burglary.
- There can be potential for serious mix-ups.
- Vulnerable to human error if there are changes in personnel. (3)

[20]

QUESTION 5

5.1
5.1.1 software
5.1.2 programmer
5.1.3 hard disk
5.1.4 e-mail
5.1.5 internet
5.1.6 worm
5.1.7 Trojan Horse
5.1.8 file virus
5.1.9 boot sector virus
5.1.10 virus walls

(10 × 1) (10)

5.2
- Avoid downloading software from bulletin board systems, computer games and using illegitimate software copies.
- Avoid sharing removable USB/flash disks on computers and networks.
- Install an antivirus program on the hard disk to identify and clear viruses.
- Scan all diskettes and downloaded files with antivirus software.
- Do not open unrecognised e-mail messages and beware of strange e-mail attachments. (5 × 2) (10)

[20]

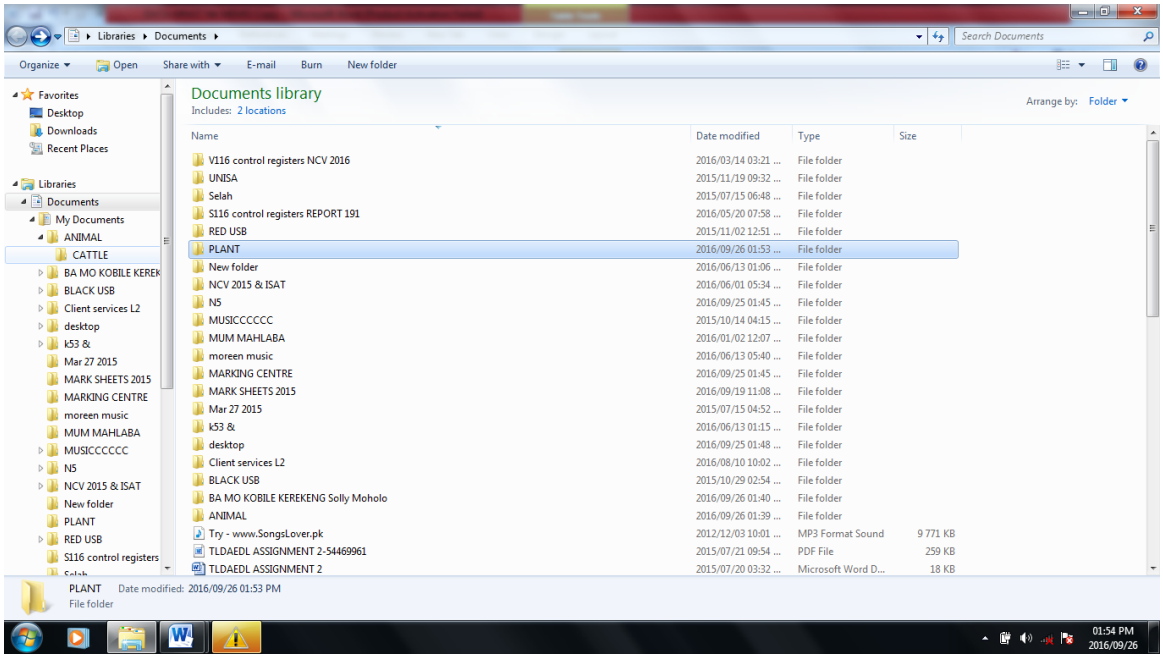
QUESTION 6

6.1 Gadgets on the desktop
6.2 Context menu
6.3 Desktop icons
6.4 Start button
6.5 Minimised windows
6.6 Taskbar
6.7 Desktop
6.8 Notification area icons

(8 × 1) **[8]**

QUESTION 7

EXAMINATION NUMBER QUESTION 7



Examination number	✓✓
Question number	✓✓
Plant folder	✓✓
Animal folder	✓✓
Cattle subfolder	✓✓

[10]

QUESTION 8

8.1 System software refers to programs designed to allow the computer to manage its own resources and include operating systems, language translators, utility programs and user interfaces. It also refers to programs that provide the computer with instructions on how to operate, control and coordinate the computer hardware.

Application software refers to programs designed to help users solve a specific problem or do a specific task such as word processing software for writing documents, web browsers for browsing the world wide web or database programs for managing large quantities of data. (2 + 2) (4)

8.2 An impact printer produces characters and graphics by means of a mechanism that strikes the paper physically – similar to that of a typewriter. (2)

8.3 Advantages
- Can print letter quality characters
- Can print multipart forms

Disadvantages
- Printing speed is very slow
- Noisy because of the striking mechanism (2 + 2) (4)

8.4 An inkjet printer because it is generally quiet and produces high quality colour output.

OR

A laser printer because it prints text and graphics in very high quality. (3)

8.5
- Consistent
- Faster learning
- Multitasking
- Data-sharing
- Customisation (Any relevant 3 × 1) (3)

[16]

TOTAL SECTION A: 120

SECTION B: WORD PROCESSING

QUESTION 1A

Accuracy	2
Manipulation	7
Total	**9**

Number	Manipulation	Mark
1.	Font: Arial	✓
2.	Size: 12 pt	✓
3.	Examination number left	✓
4.	QUESTION 1A right	✓
5.	Right margin: 1,60 cm	✓✓
6.	Printout	✓

EXAMINATION NUMBER QUESTION 1A

FRESH PRODUCE MARKET

Fresh Produce Market works directly with manufacturers from abroad. This allows us to always import the most beautiful and tasteful products to Belgium. Throughout the years we have built profound relationships abroad. We are in contact with our local manufacturers on a daily basis so we always have access to the most accurate information.

The majority of our fruit products come from Spain or Italy, but we also increasingly import fruit from overseas.

We mainly market seasonal products because we are convinced that these products will guarantee optimal quality. Our fruit includes kiwis, bananas, apples, grapefruit, peaches, oranges and pawpaws.

Apples

The apple is an ovoid fruit, sometimes elongated or round. Once harvested it is stored in boxes with cellophane film or plastic. Refrigeration is controlled to prevent water loss and skin wrinkling.

Oranges

Oranges are citrus fruit obtained from the several orange tree species. Underneath it has a white layer that surrounds the juicy pulp which is orange to reddish and the fruit is divided into 8-10 segments.

Kiwis

The kiwi is an exotic fruit that comes from the slopes of the Himalayas particularly in mainland China. The flesh is green and contains small black seeds down in the middle of the pulp.

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QUESTION 1B

Manipulation	21
Total	**21**

Numbering	**Manipulation**	**Mark**
1.	Question changed to 1B in header	✓
2.	Main heading: Goudy Stout 14 pt, right aligned, underlined	✓✓✓✓
3.	Insert picture top left, 3,5 cm	✓✓✓✓✓
4.	Indent 3 cm both sides	✓✓
5.	Convert text to table	✓✓
6.	Underline, bullet 'Kiwis'	✓✓
7.	Page break	✓✓
8.	Page number bottom centred	✓✓
9	Printout	✓

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Apples	**Oranges**
The apple is an ovoid fruit, sometimes elongated or round. Once harvested it is stored in boxes with cellophane film or plastic. Refrigeration is controlled to prevent water loss and skin wrinkling.	Oranges are citrus fruit obtained from the several orange tree species. Underneath it has a white layer that surrounds the juicy pulp which is orange to reddish and the fruit is divided into 8-10 segments.

<u>Kiwis</u>

- The kiwi is an exotic fruit that comes from the slopes of the Himalayas particularly in mainland China. The flesh is green and contains small black seeds down in the middle of the pulp.

SECTION B: SPREADSHEET

QUESTION 2A

Accuracy	4
Manipulation	6
Total	**10**

Number	Manipulation	Mark
1	Font: Courier New	✓
2	Size: 12	✓
3	Column width	✓
4	Examination number left	✓
5	QUESTION 2A right	✓
6	Print on A4	✓

FRESH FRUIT MARKET

SALES REPORT: SEPTEMBER - NOVEMBER 2016

FRUIT	SEPTEMBER	OCTOBER	NOVEMBER	UNITS SOLD	UNIT PRICE
Kiwis	150	130	160		R 15.65
Bananas	200	250	270		R 16.99
Apples	235	270	290		R 11.99
Grapefruit	110	50	100		R 5.00
Peaches	20	100	80		R 8.99
Oranges	350	550	423		R 9.95
Papaws	240	450	335		R 12.85
Total					

QUESTION 2B

Accuracy	7
Manipulation	23
Total	**30**

Number	**Manipulation**	**Mark**
1.	Main heading: Book Antique 14 pt, centred, bold	✓✓✓✓
2.	Subtopic: bold Column headings: centred horizontally and vertically	✓ ✓
3.	Four columns inserted	✓✓✓✓
4.	Calculations: A–F	✓✓✓✓✓✓
5.	Percentage, zero decimal places	✓✓
6.	Horizontal and vertical lines	✓✓
7.	Print with row and column headings	✓✓✓