higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N280**(E)**(N18)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

(4090454)

18 November 2016 (X-Paper)
09:00–12:00

Calculators may be used.

This question paper consists of 12 pages.

GENERAL STUDIES

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
DATA MANAGEMENT: FARMING N4
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number answers according to the numbering system used in this question paper.
4. Draw a line across the page after each completed question.
5. Start each question on a NEW page.
6. Use physical units where necessary.
7. Write neatly and legibly.

GENERAL STUDIES

SECTION A

QUESTION 1

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 Columns can refer to the number of characters that can be printed horizontally across a page.

1.2 Most printers do not have their own memory chip.

1.3 Monitors are available in different sizes ranging from 15" to 21".

1.4 Engineers and architects use light-sensitive pens (styluses) to create diagrams or graphic drawings on the screen.

1.5 The operating system does not relate closely to the hardware and software of a computer.

1.6 Graphical user interface is a major part of an operating system which displays windows, ribbons and drop down menus.

1.7 The world wide web (WWW) is a subset of the Internet.

1.8 Twitter is a field of technology that considers human capabilities and limitations in the design of machines and equipment that people use.

1.9 Shareware refers to programs that have been copyrighted but the creator offers it to anyone to copy and try out.

1.10 A podcast is a series of digital media files that are distributed over the internet using syndication feeds for playback on portable media players and computers.

(10 × 2) **[20]**

QUESTION 2

Explain the following:

2.1 Computer

2.2 Scanner

2.3 System software

2.4 Plotter

2.5 Cold boot

(5 × 2) **[10]**

GENERAL STUDIES

QUESTION 3

Write the following acronyms in full:

3.1 CPU

3.2 WLAN

3.3 VDU

3.4 CVC

3.5 VoIP

3.6 USB

3.7 ROM-BIOS

3.8 RSI

(8 × 2) **[16]**

QUESTION 4

Copyright protection is authentic under law but in the event that one's work is infringed evidence may be required to support the claim.

4.1 Explain *copyright*. (2)

4.2 Who owns copyright? (1)

4.3 State FOUR measures people can take to ensure that their work is safe from piracy. (4)

4.4 Discuss THREE things an owner of copyright has exclusive rights to do/ authorise others to do. (3)

4.5 Most software is copyrighted software legally protected against copying and use without being paid for.

4.5.1 Explain *software piracy.* (2)

4.5.2 Give TWO reasons which can cause one to pirate software. (2)

4.5.3 What steps can you, as a young responsible South African citizen, take to try and control software piracy? (3)

4.6 Justify the importance of having an off-site backup of files. (3)
[20]

GENERAL STUDIES

QUESTION 5

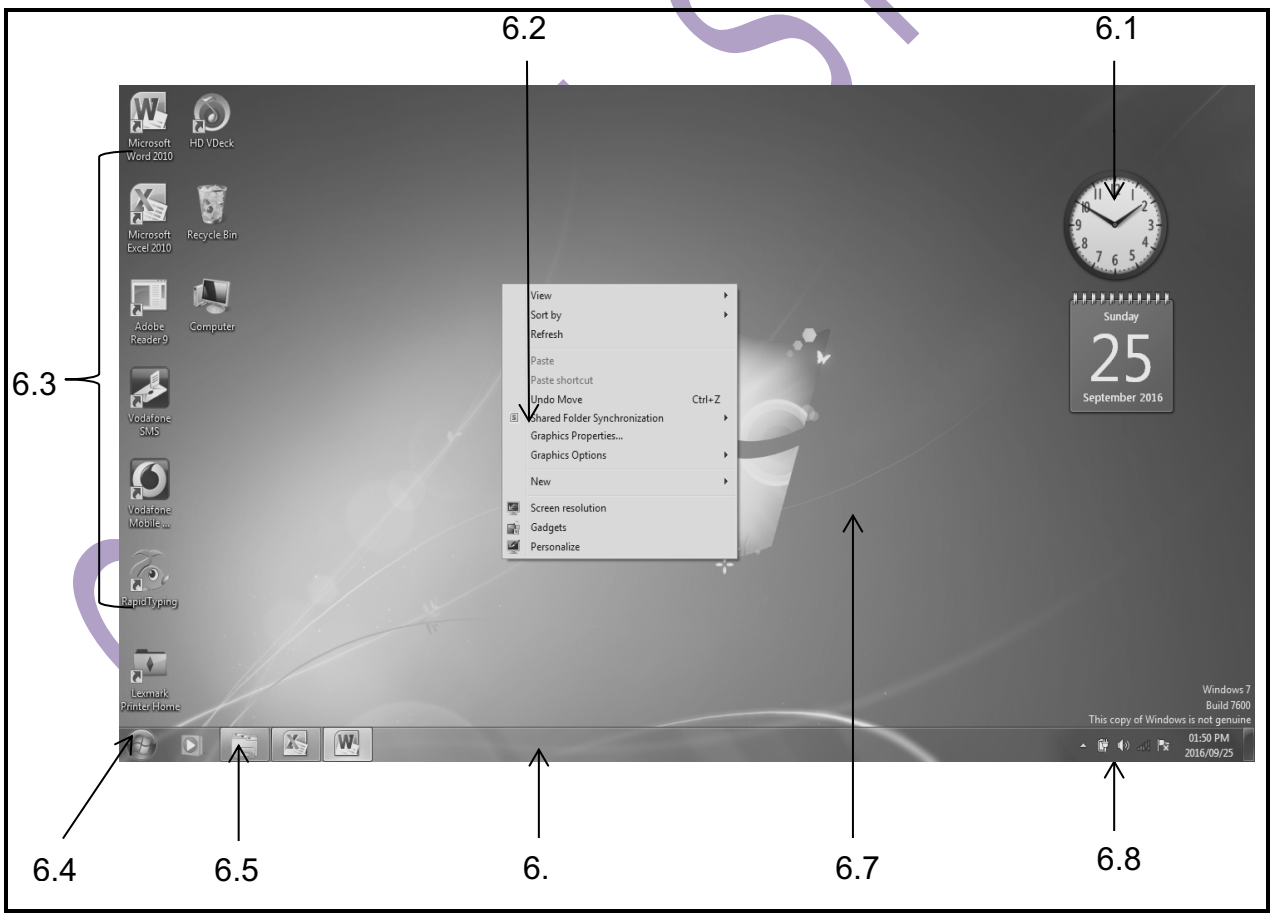
Complete the following sentences by filling in the missing word or phrase. Write the word or phrase next to the question number (5.1.1–5.1.10) in the ANSWER BOOK.

5.1 A computer virus is a (5.1.1) … program that needs to run in order to replicate or do any damage. It is written by a (5.1.2) … Viruses can enter computers by booting the computer from an infected (5.1.3) …, by opening infected (5.1.4) … messages or by using the (5.1.5) … Four kinds of viruses are the (5.1.6) …, (5.1.7) …, (5.1.8) …and (5.1.9) … To protect one's computer against viruses (5.1.10) … can offer integrated virus detection and removal as well as code blocking. (10 × 1) (10)

5.2 Discuss FIVE ways to protect a computer against viruses. (5 × 2) (10)
[20]

QUESTION 6

An operating system such as Windows 7 is like a platform on the computer screen from which procedures take place. Label the parts according to the numbers.

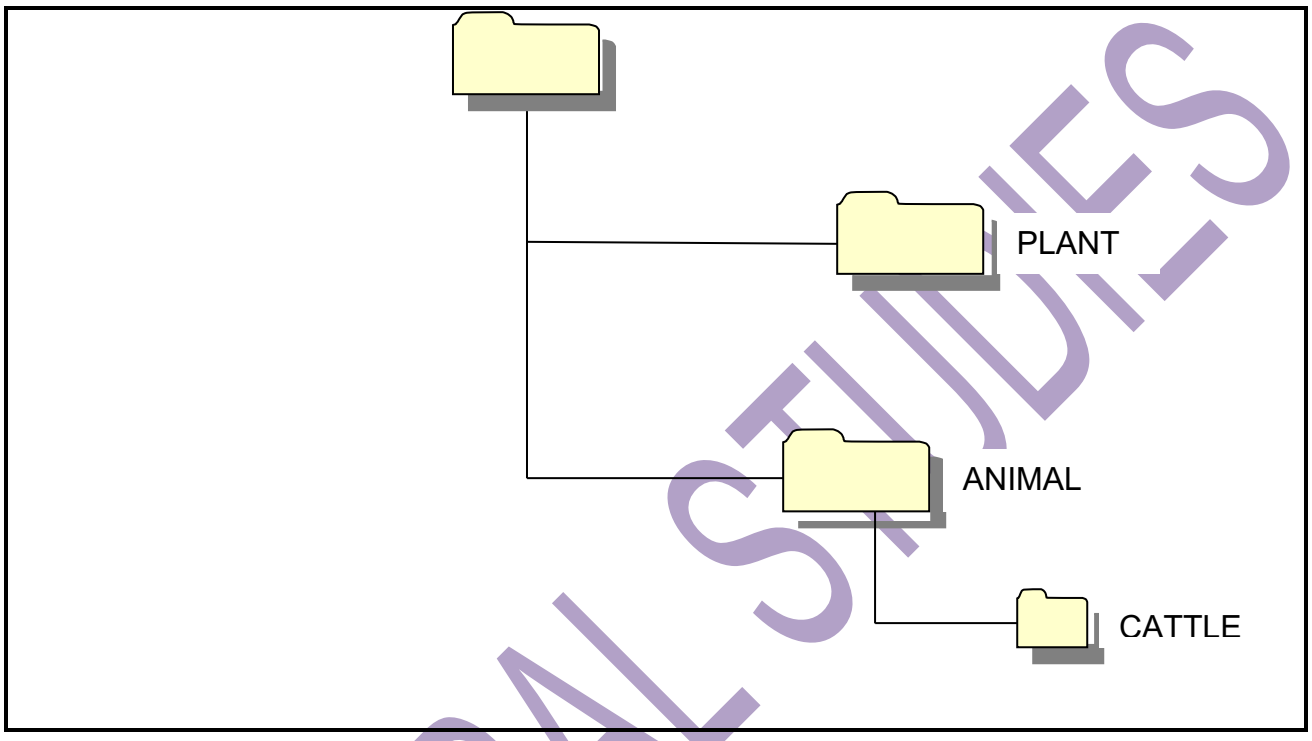


(8 × 1) **[8]**

Copyright reserved

QUESTION 7

Attempt the following question practically on the computer. The structure can be created on the diskette or any applicable drive. Make a print screen after answering the questions by pressing the print screen button on the keyboard. Open the word processing program and click on the paste icon. Key in your examination number left and QUESTION 7 right as a header.



[10]

QUESTION 8

Software is a set of instructions that guides the hardware to function.

8.1 Distinguish between system software and application software. (2 + 2) (4)

8.2 Describe an impact printer. (2)

8.3 Give TWO advantages and TWO disadvantages of impact printers. (2 + 2) (4)

8.4 If an emerging farmer wanted to buy a printer for his/her business, state which type of printer he/she would buy and justify your choice. (3)

8.5 Graphical user interface displays windows, ribbons, drop down menus and pictures called icons and is intended to make software user-friendly.

Briefly explain other advantages of graphical user interface. (3)

[16]

TOTAL SECTION A: 120

GENERAL STUDIES

SECTION B: WORD PROCESSING

QUESTION 1A

1. Use MS Word to key in the document exactly as it appears below.
2. Set the font type to Arial 12 pt.
3. Key in your examination number left and QUESTION 1A right in the header.
4. Set the right margins at 1,60 cm.
5. Proofread and save the document as QUEST 1A.
6. Print the document and place it in your examination folder. **[9]**

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.

GENERAL STUDIES

QUESTION 1B

1. Open the file saved as QUEST 1A.

2. Edit the document according to the instructions listed below.

3. Change QUESTION 1A to QUESTION 1B in the header.

4. Change the main heading 'FRESH PRODUCE MARKET' to Goudy Stout 14 pt, right aligned and underlined.

5. Insert a picture of any kind of fruit at the top left corner of the page with a size of 3,5 cm.

6. Indent the third paragraph 'We mainly market seasonal products …' by 3 cm, both left and right.

7.

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.

8. Underline the word 'Kiwis' and insert a bullet of your choice on the paragraph that reads 'The kiwi is an exotic…'

9. Insert a page break after the paragraph 'We mainly market…'

10. Insert a page number at the bottom centre of all the other pages except the first page.

11. Save the document and make a printout. **[21]**

GENERAL STUDIES

SECTION B: SPREADSHEET

QUESTION 2A

1. Create a new document in the spreadsheet program and key in the following document. Do NOT key in row and column headings since it has only been used to indicate which cells must be used. Candidates will be penalised if incorrect cells are used.

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
Pawpaws	240	450	335		R 12.85
Total					

2. Font type must be Courier New 12 pt. Adjust the column widths if necessary.

3. Save the document as QUEST 2A.

4. Key in your examination number left and QUESTION 2A right in the header.

5. Make an A4 portrait-orientated printout. Do NOT print the row and column headings or the gridlines. **[10]**

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QUESTION 2B

1. Retrieve QUEST 2A and complete the spreadsheet as indicated.

2. Save the document as QUESTION 2B.

3. Centre the main heading across cells A1:I1 Book Antique 14 pt, bold.

4. Bold the subtopic in row 3, change the font type to Times New Roman 12 pt and centre all column headings horizontally and vertically.

5. Insert four new columns on the right side of the spread sheet and insert the following headings:

   TOTAL BEFORE VAT, VAT 14%, TOTAL INCOME and % OF UNITS SOLD

6. Use appropriate formulae to perform the following calculations listed below. The formula must be keyed in in the correct cells as indicated by the letters (A to F).

   A. UNITS SOLD = the sum of SEPTEMBER, OCTOBER and NOVEMBER

   B. TOTAL BEFORE VAT = UNITS SOLD multiplied by UNIT PRICE

   C. VAT 14% = 14% of TOTAL BEFORE VAT

   D. TOTAL INCOME = TOTAL BEFORE VAT plus VAT 14%

   E. TOTAL = the sum of each column

   F. % OF UNITS SOLD = UNITS SOLD (B6-D6) divided by TOTAL of UNITS SOLD (E13)

7. Display the numbers in the last column (% OF UNITS SOLD) as a percentage with zero decimal places.

8. Format all monetary values to display currency (R with two decimals).

9. Draw horizontal and vertical lines as indicated in the spreadsheet below.

10. Change the column width to ensure that all the information is readable on A4 landscape-orientated pages. Do not use the 'fit to page' function.

11. Save the changes made as QUEST 2B.

12. Make a printout with row and column headings but without gridlines. **[30]**

GENERAL STUDIES