higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

20 October 2020

This marking guideline consists of 8 pages.

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SECTION A

QUESTION 1

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

(10 × 2) **[20]**

QUESTION 2

2.1 False✓ – Ctrl + A ✓
2.2 True
2.3 False✓ – Read Only Memory✓
2.4 False✓ – Garbage In Garbage Out✓
2.5 True

(5 × 2) **[10]**

QUESTION 3

3.1 L
3.2 A
3.3 G
3.4 K
3.5 D
3.6 J
3.7 I
3.8 H

(8 × 2) **[16]**

QUESTION 4

1 – Monitor
2 – Hard drive/modem
3 – Central Processing Unit/tower
4 – Mouse
5 – Speaker
6 – Printer
7 – Keyboard

(7 × 2) **[14]**

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QUESTION 5

5.1
- Numerical key
- Functional key (marked F1-F12)
- Alphabetical key (Typewriter)
- Special function keys (Modifier) e.g. Ctrl key
- Arrow-key (Direction)
- Windows Keys (Any 5 × 1) (5)

5.2 Operating System activates the computer.
- Allows the user to communicate with the computer.
- Controls the functioning of the computer and enables the computer to run application.✓✓✓
- It is a primary system element of all software.

Example: MS-DOS, Windows 8, Blackberry, Android✓✓

Application software are programs designed to be carried out by a computer to satisfy a user's specific needs.
- It turns the computer into a tool for a specific use.
- They are used once the operating system has been loaded.✓✓✓

Example: Word Processing, Spreadsheet, Database✓✓ (5 × 2) (10)

5.3
- Click Start menu.
- Select and click on All programs.
- Select Accessories.
- Windows explorer will appear.
- Click on it. (5)

[20]

QUESTION 6

6.1 A computer virus is a program that has to be run in order to replicate or do any damage. ✓✓
Examples: File Virus ✓
Boot Sector Virus ✓
The Worm ✓
The Trojan horse
Spyware (5)

6.2
- Avoid downloading software.
- Avoid sharing disks on computers and networks.
- Install an antivirus program.
- Check all disks and downloaded files by scanning with antivirus program.
- Do no open any links or strange e-mail attachments. (5)

[10]

QUESTION 7

7.1 Keyboard is the input peripheral used to enter data into the computer.

7.2 Stylus is used to create diagrams or graphic drawings on the screen.

7.3 Mouse is a pointing device that is used instead of keyboard. Used to display shortcut, double click.

7.4 Scanner used to read text, images or graphics on paper and converts them into machine-readable characters.

7.5 USB is used as a mobile storage.

7.6 Printer is used to produce paper copies of the information from the computer.

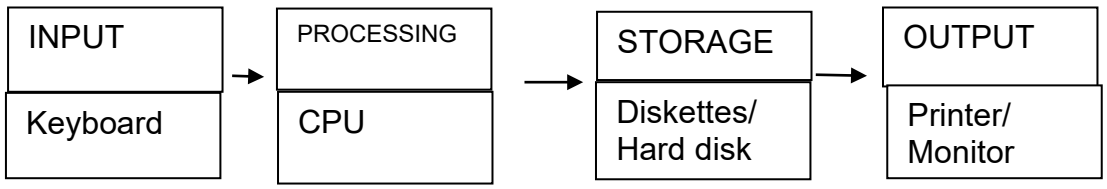
7.7 Digital camera is used for taking still photographs and storing the results electrically in memory.

7.8 Headphones used for internet telephony and to listen to music or recorded voices.

(8 × 2) **[16]**

QUESTION 8

8.1



(10)

8.2
- Backup is copying information on hard disk in order to keep original data in the event of accidentally erasing, overwriting or damaging data.
- Diskcopy works with removable disks that must be of the same type; message prompts you insert the source and destination (2 × 2) (4)

[14]

TOTAL SECTION A: 120

SECTION B:

WORD PROCESSING

9.1 ***EXAMINATION NUMBER*** ✓ ***QUESTION 9A*** ✓

Win!

If you would like to join us on this
exciting tour, just answer
these three simple questions:

What is the strategic vision of the Milk Producers' Organisation?
The MPO's vision is based on what we call the three P's - can you name all three?
When and where will the MPO National Congress take place this year?

Hint: All the answers can be found in this issue of The Dairy Mail.

E-mail your answer to the editor at dairyproduction@agriconnect.co.za by 30 November 2018.
The winner will be contacted telephonically by 12 December 2018 to confirm his or her availability to accept the prize.

Terms and conditions
The competition is open to any South African dairy farmers that are paid-up members of the Milk Producers' Organisation.
The winner will be randomly drawn from all correct entries received.
The winner must be in possession of a valid passport and be able to obtain the necessary travel documentation.
The prize is not transferable.
The editor's decision is final and no correspondence will be entered into.

Win!!! Win!!! Win!!! (2)

9.2 ***FONT ARIAL used***✓✓
Accuracy ✓✓✓✓ (6)

9.3 **Print** (2)

9.4 ***Question number changed to 9B✓***

Win!

IF YOU WOULD LIKE TO JOIN US ON THIS EXCITING TOUR, JUST ANSWER THESE THREE SIMPLE QUESTIONS:

1. What is the strategic vision of the Milk Producers' Organisation?
2. The MPO's vision is based on what we call the three P's- can you name all three?
3. When and where will the MPO National Congress take place this year?

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4. The prize is not transferable.
5. The editor's decision is final and correspondence will be entered into.

Win!!! ***Win!!!*** ***Win!!!*** (1)

9.5 Main heading changed to bold, uppercase, centre, font 20pt (4)

9.6 First paragraph bold, uppercase, centre (3)

9.7 Questioners numbered (2)

9.8 Hint - centre, centre (2)

9.9 Last paragraph italics (2)

9.10 Information copied (2)
Two-columns paragraph (4)
[30]

SPREADSHEET

QUESTION 10A

10.1 Correct program and accuracy

	A	B	C	D	E
1	**MILK PRODUCER'S ORGANISATION**				
2					
3	***SALARY SHEET: OCTOBER 2018***				
4					
5	Tariff per hour:		49		
6					
7	Name	Hours worked	Gross Salary	PAYE	Net Salary
8					
9	Monyane P	45			
10	Pandor N	50			
11	Nanny P	60			
12	Dingane T	55			
13	Rahula J	48			
14	Modise W	42			
15	Hlezi W	40			
16	Average hours worked				
17	Number of employees				

(5)

10.2 Examination and Question Number on header: (2)

10.3 Columns adjusted (2)

10.4 Print with row and column headings (3)

10.5 Print

QUESTION 10B

MILK PRODUCER'S ORGANISATION

SALARY SHEET: OCTOBER 2018

Tariff per hour: R49,00

Name	Hours worked	Gross Salary	PAYE	Net Salary
Dingane T	55	R2 695,00	R592,90	R2 102,10
Hlezi W	40	R1 960,00	R431,20	R1 528,80
Modise W	42	R2 058,00	R452,76	R1 605,24
Monyane P	45	R2 205,00	R485,10	R1 719,90
Nanny P	60	R2 940,00	R646,80	R2 293,20
Pandor N	50	R2 450,00	R539,00	R1 911,00
Rahula J	48	R2 352,00	R517,44	R1 834,56
TOTAL		**R16 660,00**	**R3 665,20**	**R12 994,80**
Average hours	**49**			
Number of emp	**7**			

10.6 Question number changed to 10B (1)

10.7 Merge and center, Broadway font 16pt (4)

10.8 Algerian 14pt to A3-I3 (2)

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10.9 Column heading Bold (2)

10.10 Row inserted for Total (2)

10.11 Bold row 16–18 (2)

10.12 A correct calculation
B correct calculation
C correct calculation
D correct calculation
E correct calculation
F correct calculation
(6 × 2) (12)

10.13 R sign (2)

10.14 All sorted (2)

10 15 Print in landscape (1)

QUESTION 10C

MILK PRODUCER'S ORGANISATION

SALARY SHEET: OCTOBER 2018

Tariff per hour: 49

Name	Hours worked	Gross Salary	PAYE	Net Salary
Dingane T	55	=B9*C$5	=C9*22%	=C9-D9
Hlezi W	40	=B10*C$5	=C10*22%	=C10-D10
Modise W	42	=B11*C$5	=C11*22%	=C11-D11
Monyane P	45	=B12*C$5	=C12*22%	=C12-D12
Nanny P	60	=B13*C$5	=C13*22%	=C13-D13
Pandor N	50	=B14*C$5	=C14*22%	=C14-D14
Rahula J	48	=B15*C$5	=C15*22%	=C15-D15
TOTAL		**=SUM(C9:C15)**	**=C16*22%**	**=C16-D16**
Average hours worked	**=AVERAGE(B9:B15)**			
Number of employees	**=COUNT(B9:B15)**			

10.17 All formulae correct (5)

10.18 Question number changed to 10C (1)

10.19 Column adjusted (1)

10.20 Print in landscape (1)
[50]

TOTAL SECTION B: 80
GRAND TOTAL: 200

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