higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

8 November 2022

This marking guideline consists of 8 pages.

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SECTION A

QUESTION 1

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

(10 × 2) **[20]**

QUESTION 2

2.1 False
2.2 False
2.3 True
2.4 True
2.5 False
2.6 False
2.7 True
2.8 True
2.9 False
2.10 True

(10 × 2) **[20]**

QUESTION 3

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

(10 × 2) **[20]**

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QUESTION 4

4.1 Systems software refers to programs designed to allow the computer to manage its own resources✓✓ whereas the operating system is the primary element of all software and loads automatically.✓✓ (2 × 2) (4)

4.2
- A main frame computer is a large commercial computer.
- They are able to process an enormous amount of data at a very high speed.
- Its CPU is situated in a container away from peripherals.
- It is not easily moved.
- It is expensive.
- It need a special room and controlled temperature. (Any 5 × 2) (10)

4.3
- Open Windows Explorer or My Computer
- Locate the drive and double-click to open it
- Right-click on the file that you want to copy
- Select 'Copy' from the shortcut menu
- Active drive C and locate the folder or subfolder to copy the file to
- Right-click and choose 'Paste' (Any 5 × 2) (10)

4.4

ROM	RAM
• Read only memory • It is a permanent memory which is not available for storing data • Data cannot be changed	• Random access memory is the main working memory used by a computer • Data are stored in and retrieved from the memory at random • It is a temporary memory

(3 × 2) (6)
[30]

QUESTION 5

5.1 ROM
5.2 Impact
5.3 Memory card
5.4 Word processing
5.5 Paper handling
5.6 Modem
5.7 Defragmentation
5.8 1 000/1 024 megabytes
5.9 Microphone
5.10 Web camera

(10 × 1) **[10]**

QUESTION 6

6.1
- Avoid downloading software from bulletin board systems
- Avoid sharing removable disks
- Install an antivirus program on the hard disk to identify and clear viruses
- Check all diskettes and downloaded files by scanning with antivirus software
- Scan the disk for viruses once a week (5 × 2) (10)

6.2
- Eight characters may be used (possible up to 255 characters)
- Spaces may be included in file names
- Letters of the alphabet may be used
- Capital letters and lower case may be used
- Numbers 0 to 9 may be used
- Other signs are allowed e.g. ( ) & % # @ ! { } ^ $
- Some signs are not allowed e.g. / ? : \ > < “+ = (Any 5 × 2) (10)

[20]

TOTAL SECTION A: 120

SECTION B: WORD PROCESSING

QUESTION 7

FREE STATE

Philippolis has a rich history – not only as the oldest settlement in what is now the Free State, having been established as a station of the London Misionary Society (LMS) in 1822/1823, but also as a centre of the Griqua captaincies from the 1820s to the 1860s and, later, as a conflick zone in the Anglo-Boer war.

Close to the geographic centre of South Africa, Philippolis is well placed as an off-the-highway stop-over for tourists travelling between the Western, Southern and Eastern Cape in the south, and Botswana, Johannesburg-Pretoria in the north, and KwaZulu-Natal and Mpumalanga in the east. The deviation off the N1 highway on the R717 between Colesberg and Trompsburg is in fact shorter than the actual N1, making this not a detour at all.

Philippolis is a major center for sheep-farming, horse-breeding, game hunting and eco-tourism.

SOME BUILDINGS AND ARTIFACTS OF INTEREST TO TOURISTS

Adam Kok's House (1843), Cannons, Cemetry, Emily Hobhouse Memorial, Old jail, Kruithuis (Powder House), Museum

OTHER TOWNS AND ATTRACTION AREAS

7.1 Exam no: and Question on header. ✓✓
7.2 Main heading inserted 'FREE STATE', bold, Tahoma 24pt✓✓✓✓
7.3 Margin changed ✓✓
74. Deleted paragraph ✓✓
7.5 Paragraph 3 changed to Italics ✓✓✓
7.6 Page numbering at the bottom ✓✓✓
7.7 Star shape inserted✓✓
7.8 Text added in shape✓✓ ✓✓
7.92 Star shape formatted to 3-D ✓✓✓✓
7.10 last paragraph centered ✓✓
7.11Print✓✓
TOTAL: 30 marks

QUESTION 8

	A	B	C	D	E	F	G	H
1	FRAGRANCE							
2								
3	PRICE LIST: SEPTEMBER 2019							
4								
5	ITEM	QUANTITY	PRICE	TOTAL	DISCOUNT	TOTAL	VAT	INCOME
6			PER ITEM	PRICE	10%	REDUCED	14%	
7								
8	Aroma	48	149					
9	Baroque	50	149					
10	Rock Star	32	99					
11	Atomic	25	99					
12	Liquid Sky	60	199					
13	SJP Lovely	38	249					
14	PS London	28	199					
15	EA Red Door	18	349					
16	Shilpa 2	20	99					
17	RL Notorious	30	299					
18	TOTAL							
19	Highest Price							
20	Lowest price							

8.1 Spreadsheet and accuracy = ✓✓✓✓✓
8.2 Exam No and Question on header ✓✓
8.3 Column adjusted ✓
8.5 Print with column headings and gridlines ✓✓
TOTAL: 10 marks

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SPREADSHEET

QUESTION 9

	A	B	C	D	E	F	G	H
1	FRAGRANCE							
2								
3	PRICE LIST: SEPTEMBER 2019							
4								
5	ITEM	QUANTITY	PRICE PER ITEM	TOTAL PRICE	DISCOUNT 10%	TOTAL REDUCED PRICE	VAT 14%	INCOME
6								
7	Aroma	48	R149,00	R7 152,00	R 715,20	R 6 436,80	R 901,15	R 7 337,95
8	Atomic	25	R99,00	R2 475,00	R 247,50	R 2 227,50	R 311,85	R 2 539,35
9	Baroque	50	R149,00	R7 450,00	R 745,00	R 6 705,00	R 938,70	R 7 643,70
10	EA Red Door	18	R349,00	R6 282,00	R 628,20	R 5 653,80	R 791,53	R 6 445,33
11	Liquid Sky	60	R199,00	R11 940,00	R 1 194,00	R 10 746,00	R 1 504,44	R 12 250,44
12	PS London	28	R199,00	R5 572,00	R 557,20	R 5 014,80	R 702,07	R 5 716,87
13	RL Notorious	30	R299,00	R8 970,00	R 897,00	R 8 073,00	R 1 130,22	R 9 203,22
14	Rock Star	32	R99,00	R3 168,00	R 316,80	R 2 851,20	R 399,17	R 3 250,37
15	Shilpa 2	20	R99,00	R1 980,00	R 198,00	R 1 782,00	R 249,48	R 2 031,48
16	SJP Lovely	38	R249,00	R9 462,00	R 946,20	R 8 515,80	R 1 192,21	R 9 708,01
17								
18	TOTAL	301	R1 741,00	R57 299,00	R5 729,90	R51 569,10	R7 219,67	R58 788,77
19	Highest Price		R349,00					
20	Lowest price		R99,00					

9.1 Question no: changed to 9✓
9.2 A1 to F1 merged center, Curlz MT 24pt✓✓✓
9.3 Row shadings applied, ✓✓✓
9.4 A= All correct ✓✓
B= All correct ✓✓
C= All correct ✓✓
D= All correct ✓✓
E= All correct✓✓
F= All correct✓✓
G= All correct✓✓
H= All correct✓✓
9.5 R sign, 2 decimal ✓✓
9.6 Lines inserted correctly ✓✓
9.7 Print in landscape ✓✓
TOTAL MARKS: 30 Marks

QUESTION 10

FRAGRANCE						
PRICE LIST: SE						
ITEM	PRICE PER ITEM	TOTAL PRICE	DISCOUNT 0,1	TOTAL REDUCED PRIC	VAT 0,14	INCOME
Aroma	149	=B7*C7	=D7*E$6	=D7-E7	=F7*G$6	=F7+G7
Atomic	99	=B8*C8	=D8*E$6	=D8-E8	=F8*G$6	=F8+G8
Baroque	149	=B9*C9	=D9*E$6	=D9-E9	=F9*G$6	=F9+G9
EA Red Door	349	=B10*C10	=D10*E$6	=D10-E10	=F10*G$6	=F10+G10
Liquid Sky	199	=B11*C11	=D11*E$6	=D11-E11	=F11*G$6	=F11+G11
PS London	199	=B12*C12	=D12*E$6	=D12-E12	=F12*G$6	=F12+G12
RL Notorious	299	=B13*C13	=D13*E$6	=D13-E13	=F13*G$6	=F13+G13
Rock Star	99	=B14*C14	=D14*E$6	=D14-E14	=F14*G$6	=F14+G14
Shilpa 2	99	=B15*C15	=D15*E$6	=D15-E15	=F15*G$6	=F15+G15
SJP Lovely	249	=B16*C16	=D16*E$6	=D16-E16	=F16*G$6	=F16+G16
TOTAL	=SUM(C8:C17)	=SUM(D8:D17)	=SUM(E8:E17)	=SUM(F8:F17)	=SUM(G8:G17)	=SUM(H8:H17)
Highest Price	=MAX(C8:C17)					
Lowest price	=MIN(C8:C17)					

[30]

10.1 Question No changed to 10✓✓
10.2 Formula displayed ✓✓✓✓✓✓
10.3 Print on one page✓✓
TOTAL: 10 marks

TOTAL SECTION B: 80
GRAND TOTAL: 200

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