higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

16 November 2023

This marking guideline consists of 7 pages.

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SECTION A: THEORY

QUESTION 1

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

(10 × 1) **[10]**

QUESTION 2

2.1 True
2.2 True
2.3 True
2.4 False – it's hot boot
2.5 True

(5 × 1) **[5]**

QUESTION 3

3.1 F
3.2 A
3.3 D
3.4 C
3.5 B
3.6 L
3.7 K
3.8 E
3.9 G
3.10 H

(10 × 1) **[10]**

QUESTION 4

4.1 System software
4.2 Diskette
4.3 Hardware
4.4 Impact printers
4.5 Input devices

(5 × 1) **[5]**

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QUESTION 5

5.1 Laptop
5.2 External hard drive
5.3 Scanner
5.4 Head phones
5.5 USB

(5 × 2) **[10]**

QUESTION 6

6.1
- A virus is a computer program that needs to be run in order to replicate or to do any damage.
- A virus can be malignant and harmful in its action.
- A virus is a set of instructions that infects software.
- Viruses are parasitic software programs and can replicate themselves. (4)

6.2
- When accessing files that are infected with a virus the virus may be transmitted.
- Booting the computer from an infected hard disk, CD-ROM or USB.
- By downloading an infected file from the internet, e.g., computer games.
- By inserting an infected USB into a USB drive and opening the file on it.
- By opening an infected email messages or attachment.
- Just by using an internet.
- By browsing infected webpages (usually .htm & .html). (7 × 2) (14)

6.3
- Avoid downloading software from bulletin board systems.
- Avoid sharing removable disks (USB) on computers and networks.
- Install an antivirus program on the hard disks to identify and clear viruses.
- Check all diskettes and downloaded files by scanning with antivirus software.
- Do not open unrecognised email messages and beware of strange attachment.
- Scan the hard disks once a week. (6 × 2) (12)

[30]

QUESTION 7

7.1 Minimise
7.2 Menu bar
7.3 Ruler
7.4 Vertical scroll bar
7.5 Insertion point

(5 × 2) **[10]**

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QUESTION 8

8.1
- CPU
- Monitor
- Keyboard
- Mouse
- Printer (5 × 2) (10)

8.2
- Wages and stocktaking
- Financial statements
- Irrigation of fields
- Poultry batteries
- Dairy (5 × 2) (10)

8.3
- Activates the computer
- Allows the user to communicate with the computer
- Controls the functioning of the computer, e.g., linking with the keyboard, monitor
- Controls the management of files on the diskette or hard disks (4 × 2) (8)

8.4
- Impact printers
- Non-impact printers (2)

[30]

QUESTION 9

9.1 The unit that controls all processing done on computers – can be considered the heart and brain of a computer.

9.2 Copyright is the protection of published and unpublished literary, scientific, musical and artistic works, cinematograph films, sound recordings, broadcasts and computer programs.

9.3 It is the primary element of all software and loads automatically when starting the computer.

9.4 The arithmetic-logic unit does arithmetic calculations, i.e., addition, subtraction, multiplication and division.

9.5 This is the first screen with icons that appears after Windows has started up. (5 × 2) **[10]**

TOTAL SECTION A: 120

SECTION B: PRACTICAL

QUESTION 10: WORD PROCESSING

3.8 Header inserted ✓✓✓

HYGIENE

3.1 Upper case, bold, underline, centred, Comic Sans 20 pt ✓✓✓✓✓✓

Various germs cause numerous types of illness including the common cold and flu. When we cough, sneeze or talk we release minute germ-filled ***droplets*** into the air. Anyone within a three-foot radius can inhale these ***droplets***. Colds and flu are spread this way. 3.3 Bold & italics ✓✓

According to Dr W Kumalo, the first defence against sickness and the spreading of germs is to wash your hands correctly.

Use warm, running water and antibacterial soap. Lather well, rubbing your soapy hands together for at least 20 seconds.

3.5 Two columns, full justification, insert line in between ✓✓✓✓✓

~~**Prevention of Cold and Flu**~~ 3.6 Strikethrough & bold ✓✓

1. Wash your hands.
2. Avoid crowds and sick people.
3. Disinfect surfaces.
4. Stay warm and dry.
5. Boost the immune system to beat colds and flus.
6. Reduce stress.
7. Stop smoking.
8. Exercise regularly.

3.2 Margins ✓✓

3.4 Number the paragraph, indent the paragraph ✓✓✓✓✓✓

3.7 page number ✓✓✓

3.9 print ✓

[30]

Header inserted ✓✓

QUESTION 11A

	A	B	C	D	E
1	Olive Farming Enterprise				
2					
3	Cash Flow Statement: 2019				
4		JUNE	JULY	AUGUST	TOTAL
5					
6	Opening Balance	5800	10500	17700	
7					
8	Income	16000	18500	19300	
9					
10	Expenditure	12300	14200	15400	
11					
12	Surplus				
13					
14					
15					
16					

[10]

Accuracy ✓✓✓
Arial 12 pt ✓✓
Adjusted columns ✓
Print in portrait WITHOUT rows and column headings and gridlines✓✓

QUESTION 11B

	A	B	C	D	E
1	**Olive Farming Enterprise**				
2					
3	***Cash Flow Statement: 2019***				
4		JUNE	JULY	AUGUST	TOTAL
5					
6	Opening Balance	R5800.00	R10500.00	R17700.00	R34000.00
7					
8	Income	R16000.00	R18500.00	R19300.00	R53800.00
9					
10	Expenditure	R12300.00	R14200.00	R15400.00	R41900.00
11					
12	Surplus	R9500.00	R14800.00	R21600.00	R129700.00
13					
14	AVERAGE TOTAL:				R64850.00
15	HIGHEST TOTAL:				R129700.00
16	LOWEST TOTAL:				R34000.00

[40]

1. header changed ✓
2. Main heading: merge and centre, Comic Sans 20 pt, underline, bold ✓✓✓✓
3. Italics, bold ✓✓
4. Insert text ✓
5. A. All correct (Surplus) ✓✓✓✓✓
   B. All correct (Total) ✓✓✓✓
   C. All correct (Average) ✓✓✓✓
   D. All correct (Highest) ✓✓✓✓
   E. All correct (Lowest) ✓✓ ✓✓
6. Currency, 2 decimal places and integers ✓✓✓
7. Horizontal and vertical lines ✓✓
8. Figures right-aligned ✓✓
9 Column headings centred ✓✓
10. Printed with rows and column heading and gridlines on landscape ✓✓

TOTAL SECTION B: 80
GRAND TOTAL: 200

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