

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMPUTER PRACTICE N5

7 JUNE 2013

This marking guideline consists of 35 pages.

SECTION A: WINDOWS**TOTAL: 30****GUIDELINES FOR MARKING OF ERRORS**

1. Penalise –1 per error.
2. Show marks obtained in the following diagram:

	T
Marks allocated	
Possible marks	
Number of errors	

MEMORANDUM: OPERATING SYSTEM

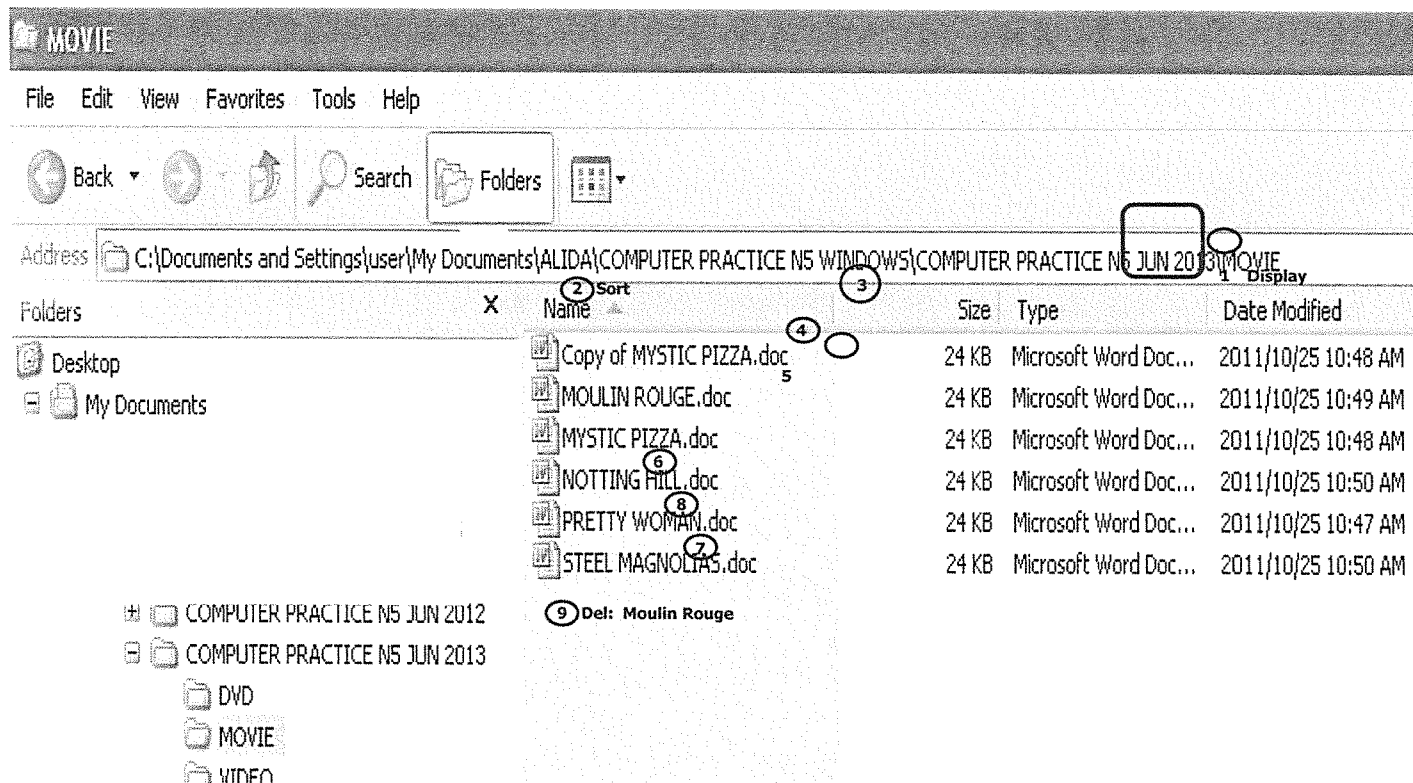
SECTION A (THEORY)

[30]**QUESTION 1**

- 1.1 G
- 1.2 A
- 1.3 H
- 1.4 E
- 1.5 L
- 1.6 P
- 1.7 K
- 1.8 I
- 1.9 N
- 1.10 D

(10 × 1) (10)

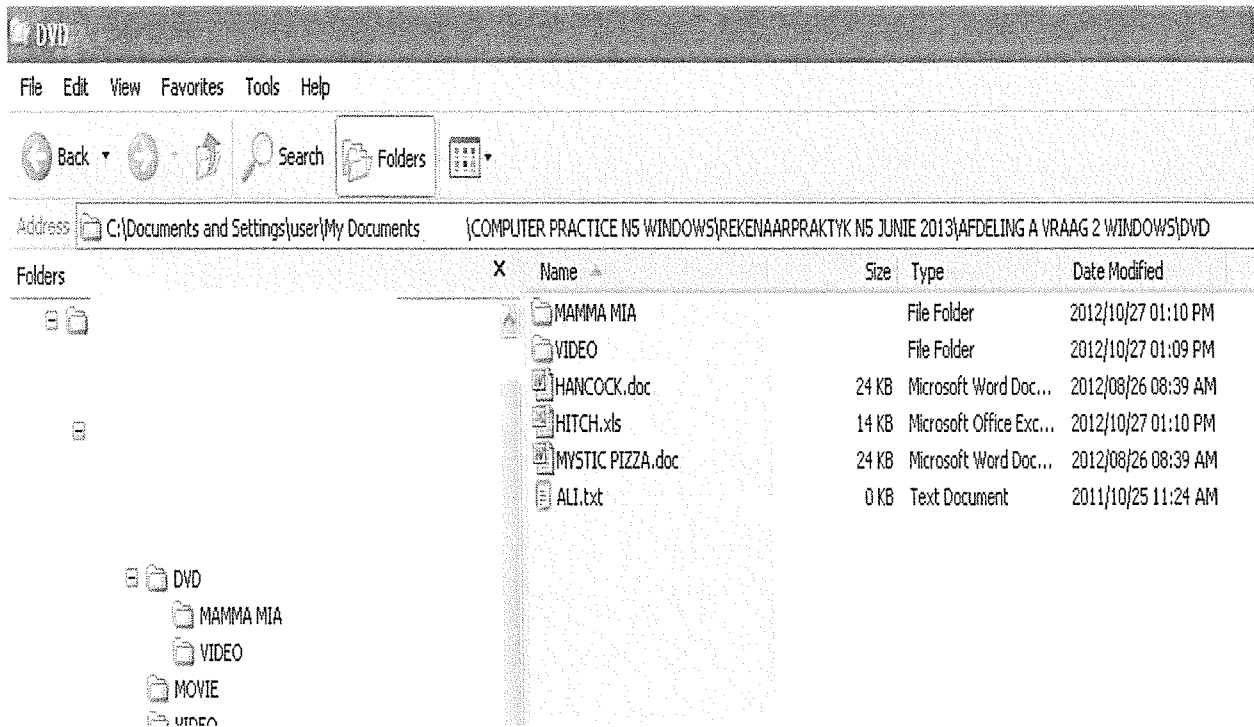
QUESTION 2.1



MARK MANIPULATION ERRORS

1. Contents of the MOVIE folder not displayed and/or incorrect
2. Files/folders not sorted in ascending order according to the filenames and/or incorrect
3. Copy of MYSTIC PIZZA not made on the same diskette and/or incorrect
4. File MOULIN ROUGE not copied from the DVD folder to the MOVIE folder and/or incorrect
5. File MYSTIC PIZZA not remained in the MOVIE folder and/or incorrect
6. Contents of VIDEO folder (file NOTTING HILL) not moved to the MOVIE folder and/or incorrect
7. Contents of VIDEO folder (file STEEL MAGNOLIAS) not moved to the MOVIE folder and/or incorrect
8. File PRETTY in the MOVIE folder not renamed to PRETTY WOMAN and/or incorrect
9. File CLOSER not deleted from the MOVIE folder and/or incorrect

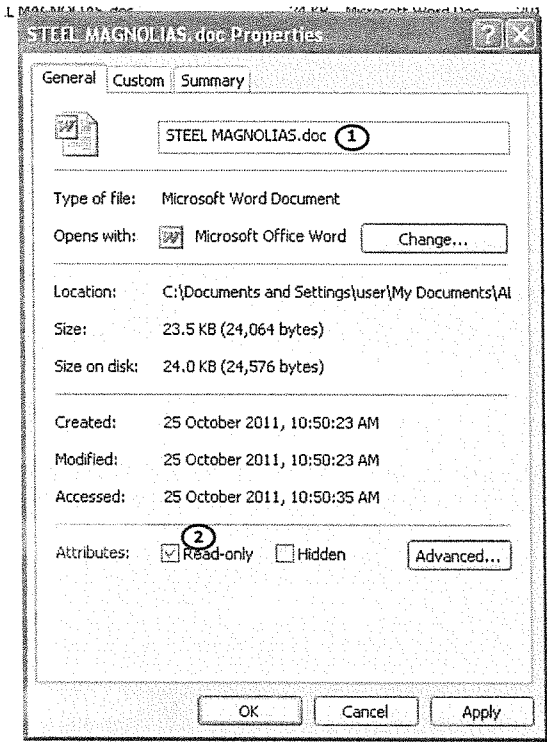
A	M	T
0	9	9



MARK MANIPULATION ERRORS

1. Contents of the DVD folder not displayed and/or incorrect (1) Vertoon
2. Display not changed to view the details of each file: name, size, type, date, time modified and/or incorrect (3)
3. Subfolder MAMMA MIA not created in the DVD folder and or incorrect (4) (6)
4. Folder VIDEO not copied to the DVD folder and/or incorrect (7)
5. Spreadsheet file HITCH not created in the DVD folder and/or incorrect (8)
6. File MEN IN BLACK in the DVD folder not renamed to HANCOCK and/or incorrect (9) Verwyder: MOULIN ROUGE
7. File MYSTIC PIZZA not moved from the MOVIE folder to the DVD folder and/or incorrect
8. Text file ALI not created in the DVD folder and/or incorrect
9. File MOULIN ROUGE no deleted from the DVD folder and/or incorrect

A M T
0 9 9



MARK MANIPULATION ERRORS

- 1 Attribute of the file STEEL MAGNOLIAS not changed and/or incorrect
- 2 Attribute of the file STEEL MAGNOLIAS not changed to a read-only file and/or incorrect

A	M	T
0	2	2

SECTION B: WORD PROCESSING

GUIDELINES FOR MARKING OF ERRORS

1. Use RED for accuracy errors – draw a line through the error.
2. Use BLUE for manipulation errors – draw a cross at the error.
3. Penalise –1 per error.
4. An error already penalised is circled when it appears again. No marks will be deducted for encircled errors.
5. A candidate is penalised for all the marks for manipulation in a passage not completed.
6. Show marks obtained in the following diagram:

	A	M	T
Marks allocated			
Possible marks			
Number of errors			

TOTAL SECTION B: 70

SECTION B**QUESTION 3B**

ACCURACY:	7
MANIPULATION:	33
TOTAL:	40

MARK ACCURACY ERRORS

- 1 Heading [BEST ACTORS OF ALL TIMES] not keyed in accurately
- 1 Footer [MALE ACTORS] not keyed in accurately
- 1 Find and replace [THOMAS CROWN AFFAIRS] not keyed in accurately
- 4 Text in table not keyed in accurately

MARK MANIPULATION ERRORS

- 1 [EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect
- 2 [QUESTION 3B] not inserted as a header (right) and/or incorrect
- 3 Line spacing and/or justification incorrect
- 4 Letter spaces and/or margins incorrect
- 5 Uppercase and/or lowercase incorrect
- 6 Font and/or font size incorrect
- 7 Paper orientation incorrect
- 8 Document hyphenated and/or incorrect
- 9 Page numbering not inserted at the top, centre on all the pages and/or incorrect
- 10 Page numbering do not start at 15, do not follow in sequence and/or incorrect
- 11 Page numbering not changed to bold and/or incorrect
- 12 Heading [BEST ACTORS OF ALL TIMES] not inserted and/or incorrect
- 13 Heading [BEST ACTORS OF ALL TIMES] not inserted in uppercase and underlined and/or incorrect

- 14 Sub-heading [WILL SMITH] not changed to bold and not right aligned and/or incorrect
- 15 Bold of text [WILLARD CHRISTOPHER SMITH] not deleted and/or incorrect
- 16 Paragraph [SMITH MARRIED ... AM LEGEND.] not deleted and/or incorrect
- 17 [TOP 5 MOVIES] not centered and/or incorrect
- 18 * not replaced with numbers with 2 spaces and/or incorrect
- 19 Indentation of paragraphs incorrect
- 20 Paragraphs not placed in the correct sequence and/or incorrect
- 21 Headings of numbered paragraphs [ENEMY OF THE STATE ... I AM LEGEND] not changed to bold and/or incorrect
- 22 Page break not inserted and/or incorrect
- 23 Footer [MALE ACTORS] not inserted at the bottom, left of all the pages and/or incorrect
- 24 Footer [MALE ACTORS] not inserted in title case, underlined and/or incorrect
- 25 Sub-heading [PIERCE BROSNAN] not changed to Arial size 16 and/or incorrect
- 26 [IRISH] not kept and/or incorrect
- 27 Lines of the paragraph [AFTER LEAVING SCHOOL ... TO 2002.] not numbered and/or incorrect
- 28 Line numbering did not start with 5 and/or incorrect
- 29 [REMINGTON STEEL] not replaced with [THOMAS CROWN AFFAIRS] in bold, underlined and font size 14 and/or incorrect
- 30 Find and replace did not occur 2 times and/or incorrect
- 31 Column function not used and/or incorrect. Paragraphs [1., 2. and 3.] not placed in the left column and paragraphs [4. and 5.] not placed in the right column and/or incorrect
- 32 Paragraphs and/or headings in column function not aligned and/or incorrect. Indentation incorrect.

- 33 Headings of numbered paragraphs [MAMMA MIA ... EVELYN] not changed to italics and/or incorrect
- 34 Table not inserted, not inserted in correct position and/or incorrect. Lines in table incorrect.
- 35 Headings [SUMMARY ... YEAR] not centered and/or incorrect
- 36 Cells in table not merged as indicated and/or incorrect
- 37 Size of columns not adjusted to fit the text and/or incorrect

NOTE:

- 1. If no header/footer (including examination number and question number) appears on the first page of this question:
 - Deduct 2 accuracy errors
 - Deduct manipulation errors 1 + 2 + 9 – 24
- 2. If no table inserted:
 - Deduct 4 accuracy errors
 - Deduct manipulation errors 34 - 37

- ③ L/s, just
- ④ Letterspace, margins
- ⑤ Case
- ⑥ Font, -size
- ⑦ Paperorientation, paper size
- ⑧ Hyph: NO

BEST ACTORS OF ALL TIMES

- ⑫ Insert
- ⑬ Uc, und

WILL ~~SMITH~~
align right

- ⑮ Del bold

Willard Christopher Smith, (born 25 September 1968) is an American actor, film/television producer.

Smith was born and raised in West Philadelphia. His mother, Caroline, was a school administrator who worked for the Philadelphia school board. His father, Willard (Senior), was a refrigeration engineer. His parents separated when he was thirteen and finally divorced in 2000.

Smith credits his father's dedication when discussing his own involvement in the lives of his three children: "I look at my father and how he was able to keep four kids fed and clothed and still managed to find time to spend with us."

- ⑯ Del par: Smith married

TOP 5 MOVIES

- ⑰ Centre

2.1 **The pursuit of Happyness**

- ⑳ Bold

- ⑧ Nr + 2 spaces
- ⑨ Indent
- ⑩ Sequence

A struggling salesman takes custody of his son as he's poised to begin a life-changing professional endeavor.

2.2 **Men in Black**

- ㉑

Two men who keep an eye on aliens in New York City must try to save the world after the aliens threaten to blow it up.

2.3 **Enemy of the State**

- ㉒

A lawyer becomes a target by a corrupt politician and his NSA goons when he accidentally receives key evidence to a serious politically motivated crime.

2.4 **I Am Legend**

- ㉓

Years after a plague kills most of humanity and transforms the rest into monsters, the sole survivor in New York City struggles valiantly to find a cure.

2.5 **I, Robot**

- ㉔

In the year 2035 a techno-phobic cop investigates a crime that may have been perpetrated by a robot, which leads to a larger threat to humanity.

- ㉕ Page break

Male Actor footer

Bottom, left, all pages

Title case, und

PIERCE BROSNAN²⁵ Arial, 16²⁶ Stet

Pierce Brendan Brosnan, (born 16 May 1953) is an Irish actor and film producer.

²⁷ Line numbers 28, 29, 30, 31
After leaving school at 16, Brosnan began training in commercial illustration³³ and later trained at the Drama Centre in London for three years. Following a stage acting career he rose to popularity in the television series **Thomas Crown Affairs** (1982-1987). After **Thomas Crown Affairs** Brosnan took the lead in many films and in 1995 he became the first actor to portray the secret agent James Bond – 1995 to 2002.

²⁹ Bold, und, 14
³⁰ 2 times
Find & Replace

³¹ Column function
Left: paragraphs 1., 2., 3.
Right: paragraphs 4., 5.

TOP 5 MOVIES³² Centre1. *MAMMA MIA*³³ Italics

The story of a bride-to-be trying to find her real father. Hit songs by the popular group ABBA.

2. *LIGHTNING THIEF* ³³

A teenager discovers he's the descendant of a Greek god and sets out on an adventure to settle an on-going battle between the gods.

3. *SHATTERED*³³

A perfect family's dynamic is ruined by a kidnapper's brutally efficient plot.

4. *DIE ANOTHER DAY*

3

James Bond is sent to investigate the connection between a North Korean terrorist and a diamond thief.

5. *EVELYN*³³

Desmond Doyle is devastated when his wife abandons their family on the day after Christmas.

³⁴ Insert table, lines

SUMMARY BEST 3 MOVIES - LADIES			
ANGELINA JOLIE		JULIA ROBERTS	
MOVIE	YEAR	MOVIE	YEAR
GHIA	1998	PRETTY WOMAN	1990
MR. & MRS SMITH	2005	NOTTING HILL	1999
SALT	2010	RUNAWAY BRIDE	1999

³⁵ Centre headings³⁵ Centre headings³⁶ Cells merged³⁷ Columns adjusted to fit text

A	M	T
7	33	40

SECTION B**QUESTION 4A**

ACCURACY:	4
MANIPULATION:	3
TOTAL:	7

MARK ACCURACY ERRORS

- 4 Read all text for accuracy

MARK MANIPULATION ERRORS

- 1 [EXAMINATION NUMBER] not inserted in the [ACT NO] field column and in row below [18] and/or incorrect
- 2 [QUESTION 4A] not inserted in the [ACT NO] field column and in row below [EXAMINATION NUMBER] and/or incorrect
- 3 Line spacing and/or other incorrect
- 4 Letter spaces, margins incorrect
- 5 Uppercase and/or lowercase incorrect
- 6 Font and/or font size incorrect (Accept Arial, Calibri in Access)
- 7 Data list does not fit 1 page. Data list not printed in portrait orientation and/or incorrect
- 8 Wrapping, column width, info typed in wrong column and/or incorrect
- 9 Additional records and/or fields added and/or incorrect
- 10 [SCENE NO] not displayed as an integer and/or incorrect

NOTE:

- Data list will/may be done in Access/Calibri
- If print screen of data list submitted: Mark accuracy (what can be seen), deduct 8 error for wrapping
- If fields are missing: deduct 2 accuracy errors per field
- If list structure was printed – mark only QUESTION 4B
- If typed in a table:

OPTION A: Accept Table if the format of the table is similar to the example below.

ACTOR	ACT NO	SCENE NO	DAY
Tom Hanks	18	1201	Monday
Rene Russo	EXAMINATION NUMBER	1202	Tuesday
Eddy Murphy	Question 4A	1203	Thursday
Meryl Streep	24	1204	Friday

OPTION B: DO NOT ACCEPT if format of table is similar to the example below – no mail merge process is possible. Mark accuracy, deduct 8 error for wrapping.

	MEMO 1	MEMO 2	MEMO 3	MEMO 4
ACTOR	Tom Hanks	Rene Russo	Eddy Murphy	Meryl Streep
ACT NO	18	EXAMINATION NUMBER	Question 4A	24
SCENE NO	1201	1202	1203	1204
DAY	Monday	Tuesday	Thursday	Friday

OPTION C: Accept Table if the format of the table is similar to the example below. Deduct 9 error – Additional fields and/or records

	ACTOR	ACT NO	SCENE NO	DAY
MEMO 1	Tom Hanks	18	1201	Monday
MEMO 2	Rene Russo	EXAMINATION NUMBER	1202	Tuesday
MEMO 3	Eddy Murphy	Question 4A	1203	Thursday
MEMO 4	Meryl Streep	24	1204	Friday

ACTOR	ACT NO	SCENE NO	DAY
Tom Hanks	18	1201	Monday
Rene Russo	EXAMINATION NUMBER	1202	Tuesday
Eddy Murphy	Question 4A	1203	Thursday
Meryl Streep	24	1204	Friday

3. L/S, other
4. Letterspace, margins
5. Case
6. Font - size
7. 1 page, portrait
8. Wrapping, info wrong column, column width
9. Additional records/fields
10. Integer

A	M	T
4	3	7

SECTION B**QUESTION 4B**

ACCURACY:	5
MANIPULATION:	13
TOTAL:	18

MARK ACCURACY ERRORS

- 5 Read all text for accuracy, except field names

MARK MANIPULATION ERRORS

- 1 [EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect
- 2 [QUESTION 4B] not inserted as a header (right) and/or incorrect
- 3 Line spacing and/or justification incorrect
- 4 Letter spaces and/or margins incorrect
- 5 Uppercase/Lowercase incorrect
- 6 Font and/or font size incorrect
- 7 Paper orientation, paper size incorrect
- 8 Hyphenation incorrect
- 9 Heading [MEMORANDUM] not changed to bold, uppercase and centered and/or incorrect
- 10 Line(s) not inserted and/or incorrect
- 11 Fieldnames not changed to bold and/or incorrect
- 12 [ACTOR] field not inserted and/or incorrect
- 13 [DAY] field not inserted and/or incorrect
- 14 [ACT NO] field not inserted and/or incorrect
- 15 [SCENE:] not typed on 10 cm/4"/40⁰ from the margin and/or incorrect
- 16 [SCENE NO] field not inserted and/or incorrect

NOTE: If no data list (Question 4A) then do not mark the fields in the main document/letter

- ③ L/s, just
- ④ Letterspace, margins
- ⑤ Case
- ⑥ Font, -size
- ⑦ Paperorientation, paper size
- ⑧ Hyph

MEMORANDUM

⑨ B, uc, centre

⑩ Line

③ /

⑪ Fieldnames: bold

③ ≠

TO: ~~||~~ACTOR» ⑫

≠

FROM: ~~||~~DIRECTOR

≠

DATE: ~~||~~Insert today's date here – use date function)

⑩ Line

⑬

You are hereby requested to attend the filming on «DAY» of:

Act: ~~||~~ACT_NO» ⑭

⑮

Scene: «~~||~~SCENE_NO» ⑯

SCHEDULE FOR THE DAY:

08:00 – Hair and make-up

10:00 – Filming

12:00 – Lunch

14:00 – Filming

18:00 – Supper

Please adhere to the time frames.

DIRECTOR

A	M	T
5	13	18