



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN230(E)(M31)H

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

(6030196)

**31 May 2018 (X-Paper)
09:00–12:00**

**THE QUESTION PAPER WHICH INCLUDES THE INSTRUCTIONS TO CANDIDATES
AND INVIGILATORS MUST BE HANDED TO CANDIDATES 30 MINUTES BEFORE THE
COMMENCEMENT OF THE EXAMINATION SESSION.**

This question paper consists of 32 pages and an answer sheet of 5 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTER PRACTICE N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

READ THE INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTION PAPER. ASK THE INVIGILATORS TO EXPLAIN WHAT YOU DO NOT UNDERSTAND.

1. The question paper comprises THREE sections:

SECTION A: Theory (50 marks)
SECTION B: Word processing (150 marks)
SECTION C: Spreadsheet (150 marks)

SECTION A is COMPULSORY and must be answered by ALL the candidates.

Candidates must answer either SECTION B or SECTION C.

SECTION A must be answered on the ANSWER SHEETS.

SECTION B is done on the computer with the aid of a word processing program.

SECTION C is done on the computer with the aid of a spreadsheet program.

2. ALL the PRINTOUTS must be numbered and both the EXAMINATION NUMBER and QUESTION NUMBER must be printed as instructed. EXAMINATION NUMBERS in writing are NOT acceptable.
3. The time allocated for the question paper is THREE hours. NO additional time will be allowed for the printing of answers after the completion of the examination.
4. In the event of a power failure or a computer or printer breakdown the invigilator must make the necessary arrangements for the candidate to continue and the actual time lost must be added.
5. If there is a problem with the printer, e.g. it does not print ê, a report must accompany the centre's ANSWERS.

6. Candidates may have a list of ASCII codes and spelling check may be used.
7. Each answer must be printed on a separate A4 paper, unless otherwise stated and on ONE side of the paper only. PRINTOUTS must be placed in the EXAMINATION FOLDER.
8. At the conclusion of the examination session ALL PRINTOUTS to be marked must be placed in the correct sequence in the EXAMINATION FOLDER.
9. NO PRINTOUTS whatsoever may be removed from the examination room or put into wastepaper bins. PRINTOUTS NOT submitted for marking must be collected at the end of the session and destroyed at the end of the day.
10. Only ONE PRINTOUT per question or subsection of a question may be handed in for marking.
11. In SECTIONS B and C of the question paper only a 10 cpi/12 pt letter size may be used, unless a question requires a specific size, or in the case of a spreadsheet, where a smaller letter size is required to fit the answer on ONE page. In SECTION B margins of 1"/2.54 cm should be used unless otherwise instructed.
12. Save ALL work on the computer at regular intervals to prevent loss of work in the event of a power failure. NO additional time may be allowed for such loss of work. It is the candidates' responsibility to protect their answers from obliteration.
13. In order to print the original as well as the edited answers, candidates have to save the work after each separate question before it is printed.
14. At the end of the examination session each candidate must hand in the PRINTOUTS of the answers as well as a disk with the saved answers. The disk must be properly marked with the candidate's EXAMINATION NUMBER and the date of the examination on the COVER. If work is saved on a hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and the answers must immediately be deleted from the hard drive/network. These compact disks/memory sticks must be handed to the examination section for safekeeping for at least SIX months in case the examiner/moderator and superintendents of education should make enquiries. The disks must NOT be included for marking.
15. NO QUESTION PAPER may be taken out of the examination room until at least ONE hour after the commencement of the last session. ALL QUESTION PAPERS must consequently be handed in. These may be returned to candidates on completion of the examination.

16. In the event of a QUESTION PAPER being examined in more than one session invigilators must ensure that ALL answers of candidates are removed from hard disks or the network before candidates for the next session are allowed into the room.
17. NO candidate may print his/her work for another candidate, make his/her disk/memory stick available to another candidate or access other candidates work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and regulations and will be viewed in a serious light.

**WAIT FOR THE INSTRUCTION FROM THE
INVIGILATOR BEFORE YOU TURN THE PAGE.**

SECTION A: THEORY (COMPULSORY)**MARKS: 50**

THIS SECTION MUST BE ANSWERED ON THE ANSWER SHEETS. REMEMBER TO WRITE YOUR EXAMINATION NUMBER ON THE ANSWER SHEETS AND TO PLACE THE ANSWER SHEETS IN YOUR EXAMINATION FOLDER.

QUESTION 1 (INFORMATION SYSTEMS)

- 1.1 Name the THREE main network topologies and make a simple drawing to illustrate each topology. (3 × 2) (6)
- 1.2 Physical security in the computer environment is very important.
Name SIX controls that must be implemented to guard against destruction of hardware and data. (6)
- 1.3 One of your colleagues has a problem with the speed of his/her computer. It is not possible to change the hardware.
Name THREE other possible factors that might influence the performance of his/her computer. (3)
- [15]**

QUESTION 2 (OPERATING SYSTEMS)

- 2.1 Discuss the function of each of the following system tools:
- 2.1.1 Defragmentation
- 2.1.2 Backup
- (2 × 2) (4)

- 2.2 Choose the setting in COLUMN B that matches the description in COLUMN A. Write ONLY the letter of the setting in the appropriate space on the ANSWER SHEET.

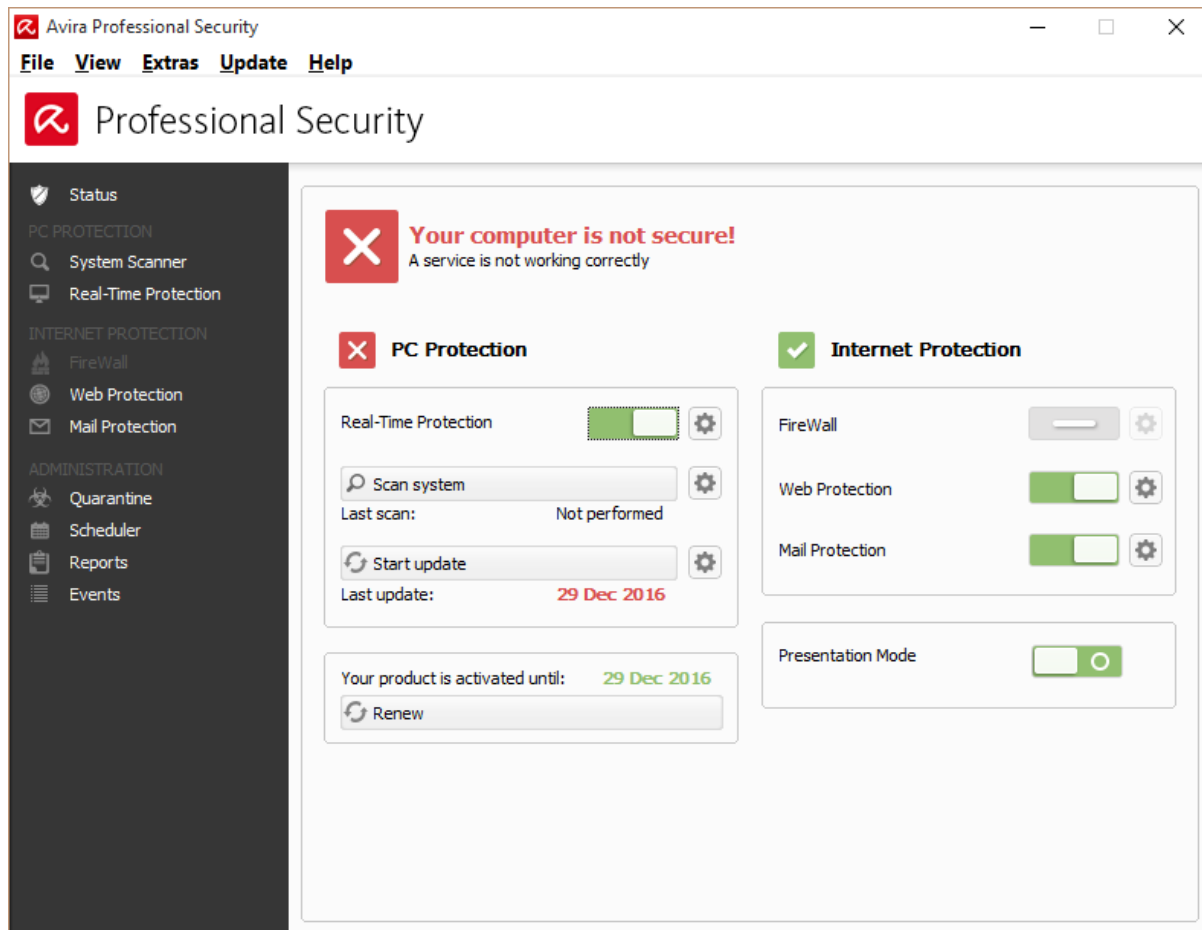
COLUMN A		COLUMN B	
2.2.1	Changing a computer so that a blind person is able to use it	A	 System Display, notifications, apps, power
2.2.2	Choosing the apps that can use your camera		 Devices Bluetooth, printers, mouse
2.2.3	Changing the mouse to make it easier for a left-hand person	B	
2.2.4	Checking the version of the operating system	C	 Network & Internet Wi-Fi, airplane mode, VPN
2.2.5	Install a new printer		 Personalization Background, lock screen, colors
2.2.6	Uninstalling the current virus program in order to load a new updated version	D	
2.2.7	Changing the currency to display South African Rand	E	 Time & language Speech, region, date
2.2.8	Changing the background of the computer	F	 Accounts Your account, sync settings, work, other users
2.2.9	Connect to a wireless network	G	 Ease of Access Narrator, magnifier, high contrast
		H	 Privacy Location, camera
		I	 Update & security Windows Update, recovery, backup

(9 × 1)

(9)
[13]

QUESTION 3 (VIRUSES)

Screenshot made on 05/01/2017:

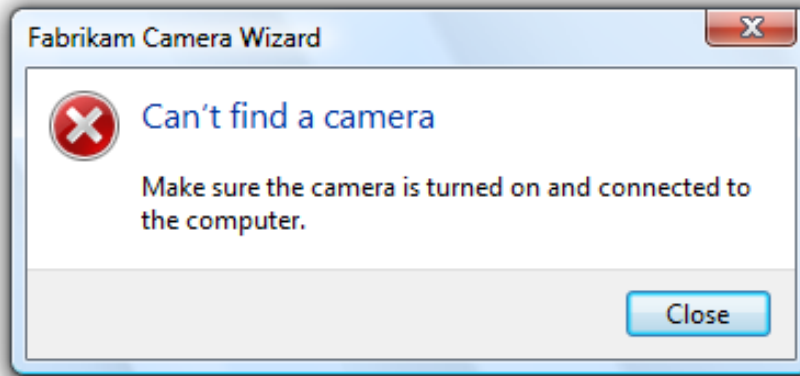


- 3.1 What is the name of the antivirus application? (1)
- 3.2 What is the protection status of the computer? (1)
- 3.3 Name THREE types of protection that you can get from this antivirus application. (3)
- 3.4 Is this application updated? (1)
- 3.5 Why is it important that this type of software must be updated regularly? (1)
- 3.6 Name THREE other measures that you can take to prevent virus infection. (3)
- [10]

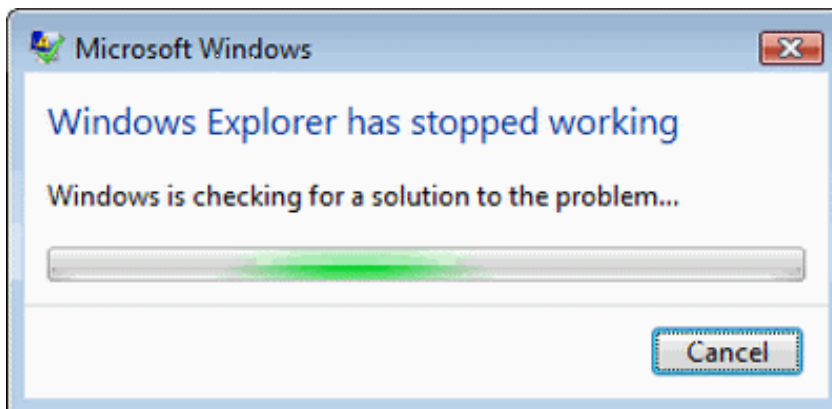
QUESTION 4 (TROUBLESHOOTING)

Briefly name the cause of the following problems or error messages and give the solution to it:

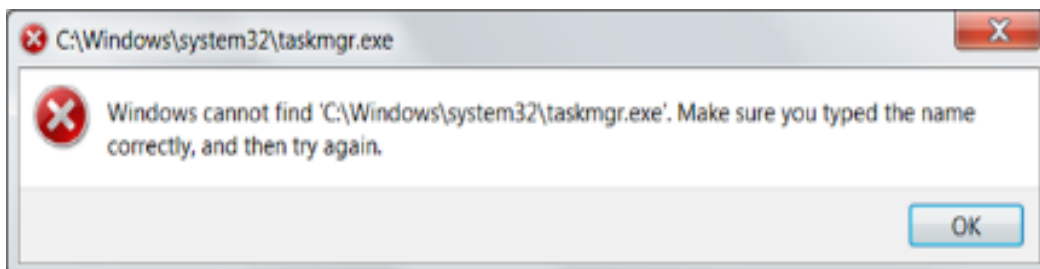
4.1



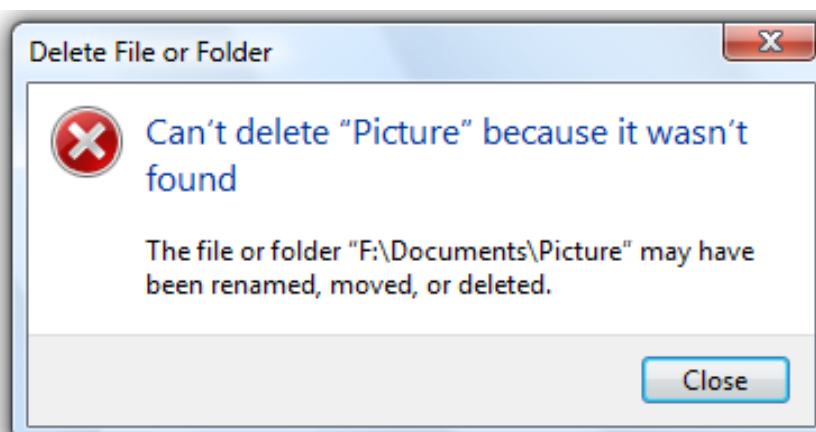
4.2



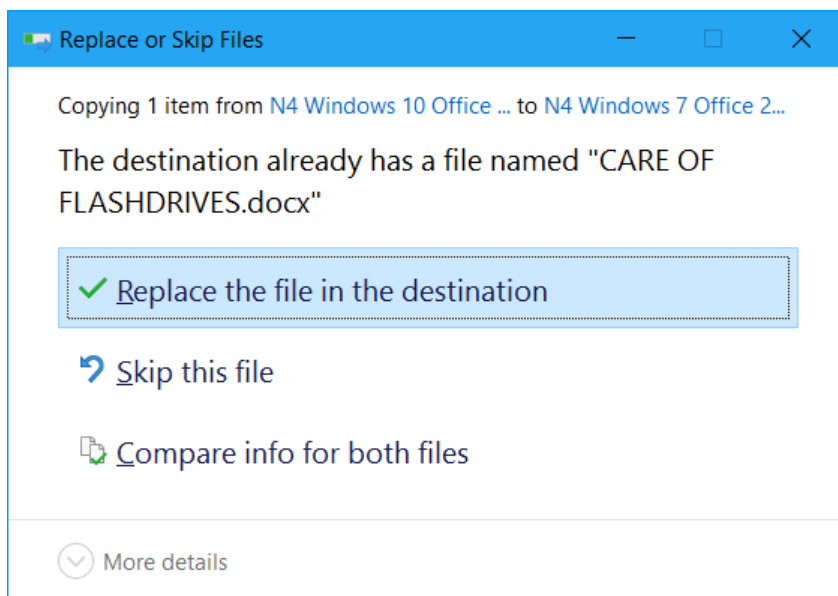
4.3



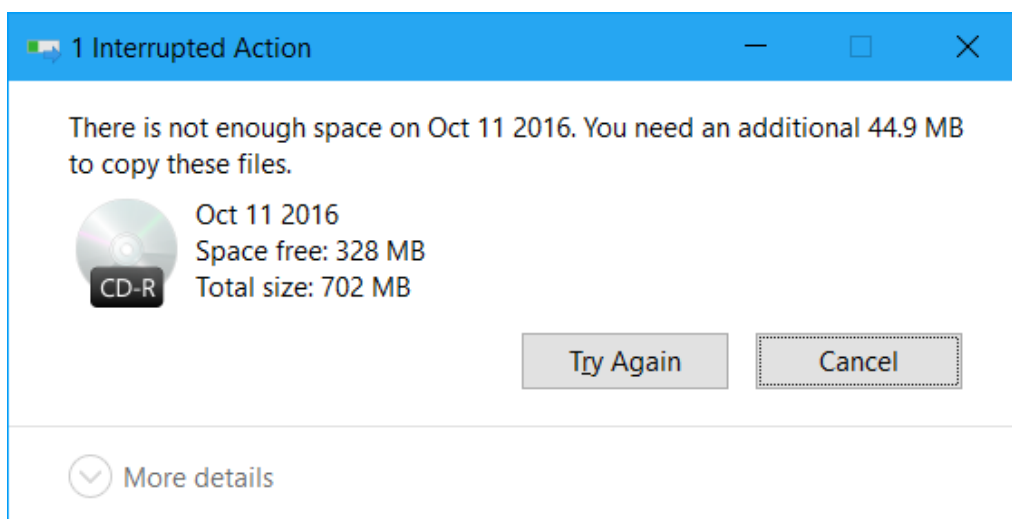
4.4



4.5



4.6



(6 × 2) [12]

TOTAL SECTION A: 50

SECTION B: WORD PROCESSING**MARKS: 150**

CANDIDATES MUST EITHER ANSWER SECTION B OR SECTION C.

INSTRUCTIONS

1. Read the instructions for each question carefully before you answer the questions.
2. Use a 10cpi/12 pt letter type, for example COURIER NEW 12 (WORD)/ COURIER 10 cpi (WORD PERFECT), except when instructed otherwise.
3. The following information must appear on each page as a header:

Align your EXAMINATION NUMBER and COMPUTER NUMBER against the left-hand margin	Align the QUESTION NUMBER against the right-hand margin
EXAMINATION NUMBER (COMPUTER NO)	QUESTION NUMBER
4. Use the date function to insert all dates.
5. Put ALL printouts in the correct order in your EXAMINATION FOLDER. Only ONE PRINTOUT per question is allowed.

QUESTION 5**MARKS: 26**

1. Open a NEW document.
2. Use Berlin Sans FB 12 pt/10 cpi unless instructed otherwise.
3. Margins must be 0.5"/1.27 cm.
4. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and the QUESTION NUMBER as indicated in the instructions.
5. Insert a single border text box at the top of the page. Insert the following text in the text box in 48 pt, capital letters, bold and centred:

PROPERTIES-R-US

6. Leave ONE line space after the text and create THREE columns. The width of the columns are as follows:

Column 1: 6.5 cm/2.56"

Column 2: 5.5 cm/2.17"

Column 3: 5.45 cm/2.14"

7. **Column 1:**

Key in the following text left-aligned and do all manipulations as indicated below.

Your friend	}	20 pt	}	Use the font: Harlow Solid Italic
in				
the				
real estate	}	36 pt		
business	}	20 pt		

8. **Column 2:**

Retrieve the picture saved as ESTATE.

Insert the picture. Change the size of the picture to 4.8 cm/1.9" in height and 4.8 cm/1.9" in width. Insert a dotted line (dashes) frame around the picture, width 2¼.

9. Column 3:

Key in the following text and align as indicated:

CONTACT US:	}	Upper case, bold, left-align
⌘ (2 line spaces)		
☎ 011-880 5678	}	Insert symbols (Wingdings), centre
☎ 083-123 4567		
 		
✉ proprus@telkomsa.net	}	Insert symbols (Wingdings) as indicated, right-align
⌘ www.proprus.com		

10. Change to ONE column.
Leave TWO line spaces and insert a single line, width ½ pt, from the left-hand margin to the right-hand margin.
11. Insert the following footer:
- A double horizontal line from the left-hand margin to the right-hand margin.
Leave TWO line spaces and key in the following text in 12 pt:
- Member of: Estate Agency Affairs Board Left-align
- E-mail: eab@eaab.org.za Right-align
12. Save the file as Q5 ESTATE.
13. Print the letterhead in portrait orientation and place the PRINTOUT in your EXAMINATION FOLDER.

[26]

QUESTION 6**MARKS: 48****QUESTION 6A**

Use a database application to prepare the following data document in Arial 9 pt:

NAME	YOUR EXAM NO	QUESTION 6A	Mr PJ Williams
ADDRESS1	14 Church Street	15 Short Street	16 Long Street
ADDRESS2	BELLVILLE	SANDTON	HIBBERDENE
EMAIL	jack@proprus.com	bertha@proprus.com	marita@proprus.com
AGENT	Jack Reid	Bertha Bentley	Marita Basson
OFFICE	Johannesburg	Durban	Cape Town
PROP TYPE	Townhouse	Flat	House
PROP ADDRESS	9 Albert Street	6 Bungani Road	3 Broadway Street
SALES PRICE	R3 000 000	R280 000	R2 149 000
TRUST AMT	R60 000	R56 000	R429 800

1. Key in your EXAMINATION NUMBER and the QUESTION NUMBER as indicated in the instructions.
2. Make sure that ALL the information in the table is visible and appears in ONE row. Do NOT wrap the text.
3. Save the document as Q6A TRUST.
4. Print preview the document and change the margins to normal. Print the document in landscape orientation. Place the PRINTOUT in you EXAMINATION FOLDER.

(10)

QUESTION 6B

1. Retrieve the letterhead Q5 ESTATE and change the QUESTION NUMBER to QUESTION 6B.
2. Use the font Century Gothic 10 pt for the whole document except for the letterhead and the footer which must remain in Berlin Sans FB 12 pt.
3. Margins must be 1.27 cm/0.5".
4. Leave TWO line spaces after the letterhead and key in the text as indicated on the next page according to the instructions and the proofreading signs.

5. Insert field names where indicated with []. Do NOT key in the brackets. Highlight the field names.
6. Insert the footnote below in italics and font size 9 after the word MONIES as indicated. Footnote number: i

Monies entrusted to [AGENT] in his/her capacity as an estate agent

Insert Q5 letterhead

✚

Insert today's date in full
right-aligned

✚

Dear [NAME]
[ADDRESS1]
[ADDRESS2]

Regarding your offer made for the [PROP TYPE] in [PROP ADDRESS] for the amount of [SALES PRICE]

TRUST MONIES ← *Insert footnote, footnote number i*

[TRUST AMT] will be collected by our [OFFICE] office in respect of estate agency services, e.g. deposits/rentals.

The money collected are payable in respect of immovable property; business undertakings and building contracts for the building or erection of any improvements on immovable property.

CIRCUMSTANCES UNDER WHICH A CLAIM CAN BE LODGED

- The fund is applied to reimburse persons who have suffered pecuniary loss by reason of theft of trust money by an estate agent (Section 18).
- Failure of estate agent forthwith to deposit all monies held or received on behalf of any other person into the trust account (Section 32).
- Failure of a principal estate agent to open and keep a separate trust account with a bank (Section 32).
- Failure on the part of principal estate agent to retain trust money in his/her trust account until he/she is lawfully entitled or lawfully instructed to make payments therefrom (Section 32).

*Use
bullets
as
indicated*

Regards

✚

[AGENT]
[EMAIL]

7. Save the document as Q6B ESTATE.
8. Print the document on ONE page in portrait orientation and place the PRINTOUT in you EXAMINATION FOLDER.

(32)

QUESTION 6C

1. Use the merge function of your word processing application and merge the documents to be sent to the different customers.
2. Change the question number in the header to QUESTION 6C.
3. Ensure that the footnote number stays the same on ALL pages.
4. Save the merged documents as Q6C ESTATE.
5. Print the merged documents and place the PRINTOUTS in your EXAMINATION FOLDER.

(6)
[48]**QUESTION 7****MARKS: 31**

You have to create the table to show agent performance for the month indicated.

1. Open a new document.
2. Use Rockwell 12 pt/10 cpi for the whole document unless instructed otherwise.
3. Margins must be 2.54 cm/1".
4. Change the page orientation to landscape.
5. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.
6. Create the table and key in the text as indicated. Take ALL proofreading signs into consideration. (HINT: Leave the merging and splitting of cells until formulae have been inserted.)
7. Apply the different justifications and formatting used in the table. Wrap the text as indicated.
8. ALL text in the table must be centred vertically.

9. Change the row height of ALL rows to 1 cm/0.39" except for the top row (1.5 cm/0.59").
10. Use the table formulae and calculate the answers where the ? appears. Display the answers as currency with zero decimals.
11. Insert the picture ESTATE in the last column as indicated.
12. Insert WordArt (Transform) as indicated above the picture in the last column.
13. Change the column width to fit the picture and the WordArt. Use only the top 8 rows.
14. Insert ½ pt borders as indicated except where 2¼ pt borders are indicated.
15. Centre the table on the first page vertically.
16. Insert page numbers at the top centre.
17. Copy the part of the table (5 columns and 5 rows) as indicated. (5 columns from the column headings **BUYER** to **PAID?** and 5 rows downwards to J Motsepe).
18. Insert a page break and paste the copied part of the table (Table 2) on page 2.
19. Change the orientation of page 2 to portrait.
20. Sort Table 2 in descending order according to the selling price. No further formatting is necessary.
21. Insert a triple page border only on page 1.
22. Save the document as Q7 SCHEDULE.
23. Print the document and place the PRINTOUT in your EXAMINATION FOLDER.

Centre the WordArt and picture

Centre and
bold, font
size 26 pt

Bold

Centre,
wrap and
boldCopy this
part
(5 columns
x 5 rows)
and paste
on
page 2

Bold

SALES SCHEDULE APRIL 2018													PROPERTIES -R- US 	
ESTATE AGENT		Jack Reid												
ID														
BUYER	SELLING PRICE		DATE SIGNED		TRUST AMOUNT		PAID?							
S de Klerk	280000		14 April		56000		✓							
H Hartman	650000		16 April		130000		✓							
D Khumalo	2560000		18 April		512000									
J Motsepe	1450000		20 April		290000		✓							
TOTAL	?				?							Insert the symbol ✓		
COMMISSION (1%)	?													

Border 2¼ pt

Insert a triple
page border
only on page 1

Insert a page break

[31]

QUESTION 8**MARKS: 24**

1. Retrieve the file BUYING A HOME.
2. Edit the document as indicated in the instructions and according to the proofreading signs.
3. Use the font Comic Sans MS 12 pt/10 cpi.
4. Margins must be 2.54 cm/1".
5. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and the QUESTION NUMBER as indicated in the instructions.
6. Centre all the level 1 paragraph headings and change to capital letters and bold. The number must also be bold. The levels 2, 3 and 4 numbers must NOT be bold.
7. Leave TWO line spaces after the main (level 1) paragraph headings.
8. Make use of the automatic paragraph number function to number the paragraphs as indicated. * indicates main paragraph headings (level 1), ** indicate subparagraphs (level 2), etc.
 - * 1. (Indent on 1 cm/0.39")
 - ** 1.1 (Indent on 1.25 cm/0.49")
 - *** 1.1.1 (Indent on 1.75 cm/0.69")
 - **** 1.1.1.1 (Indent on 2.25 cm/0.89")
9. Use the following paragraph numbering style (all numbers must start against the margin):
 - * 1. (Indent on 1 cm/0.39")
 - ** 1.1 (Indent on 1.25 cm/0.49")
 - *** 1.1.1 (Indent on 1.75 cm/0.69")
 - **** 1.1.1.1 (Indent on 2.25 cm/0.89")
10. Insert page breaks where indicated.
11. Insert the following equation where indicated, centre and font size 14 pt:
$$\text{Additional costs} = \frac{\text{Administration} + \text{Legal costs}}{\text{Bond registration fees}} + \left(\sqrt[5]{\text{VAT}} \times 2 \right)$$
12. Find the words home loan and replace it with the word **BOND** in capital letters, bold and underlined.
13. Save the file as Q8 HOME.
14. Print the document and place the PRINTOUTS in your EXAMINATION FOLDER.

Getting Started: buying a home step-by-step guide
#

*Insert in a textbox with a single border, full-page width.
Change to capital letters, 24 pt, bold and centred. Add
shading grey 15%*

*Step One: Know what you want
**Do some house-hunting homework first!
***Take into consideration:
****What size do you need?
****Your choice of area.
****Accessibility to work, public transport and other
amenities. Remember location really matters!

-----**Insert a page break**-----

*Step Two: Do your sums
**Know exactly how much you can afford.
***It's not just the instalment you'll be paying - you need to
include insurance (homeowner's, household and life) and
municipal costs in your budget.

*Step Three: Banking on a budget
**A home loan is available for first-time buyers.
**You could go online to do an affordability assessment to
find out exactly how much credit you can access for your new home.

*Step Four: Putting down a deposit
**You may need to put your own money on the table.
**Some home loan products allow you to qualify for larger
home loans without paying a deposit.

*Step Five: Plan for additional costs
**Be aware of other costs that you will have to pay.
***These include initiation and administration fees, legal
costs, bond registration fees and VAT/Transfer Duty.

*Step Six: Begin the search
**There are a number of factors to consider:
***Sale price of similar houses in the neighbourhood
***Mood of the market and the neighbourhood
***The general condition of the house

*Step Seven: Know what you are buying
**View as many properties as possible.
***Make comparisons.
***Make a short list.
***Think about the short list.
***Do not guess or assume anything.

-----**Insert a page break**-----

*Step Eight: I like it! I want it!
 **It's now time to sign an offer to purchase and to complete your home loan application.
 **Make sure you have the following documents on hand:
 ***Proof of income
 ***A South African bar-coded or smart card identification document
 ***Copy of offer to purchase
 ***Proof of current residential address (municipal account, Telkom account or valid TV licence)
 ***Salary earners: most recent salary slip or banking statement for the last 3 months
 **Once the legal documents are signed, the transfer fees paid and the seller of the property paid, the deed is done.
 **You are now a proud owner of your new home!

Right column

*Step Ten: The big move!
 **Here are some tips to help you settle in faster.
 ***Change address with all relevant parties and specific authorities.
 ***Remember to sort out your utility connections (water and electricity).
 ***Always budget for other expenses.
 ***Every building has a life cycle, therefore repairs must be expected and planned for.
 ***Live within your budget. Prepare a monthly budget and stick to it.

Left column

*Step Nine: Living up to your responsibilities
 **Make your home loan payments on time.
 ***It is vital that you do not miss a single monthly repayment.
 ***Debit orders are a good way of preventing late payments.

Change
to 2
parallel
columns

⊞

Insert the equation here. Align right and change the size to 14 pt.

[24]

QUESTION 9**MARKS: 21**

1. Retrieve Q8 HOME.
2. Change the document to Verdana 12 pt/10 cpi.
3. Change the margins to 1.27 cm/0.5".
4. Change the question number to QUESTION 9.
5. Edit the document as indicated below and according to the proofreading signs.
6. Delete the text from step 9 and 10 (the columns) to the end of the document.
7. There must be page breaks after the main heading (text box) and after each of the steps numbered 1, 2, 3, 4, 5, 6, 7 and 8. Insert page breaks where necessary (10 pages).
8. **MANIPULATION OF THE FIRST PAGE**

8.1 Remove the shading in the textbox.

8.2 Leave FOUR line spaces and insert the following text below the main heading (text box) in italics. Centre the text.



So, you're in the market for a new home. It's an exciting step and there is nothing like a brand-new space to call your own. Here are some guidelines to help you every step of the way.

*Insert
text.
Centre,
italics*



8.3 Leave FOUR line spaces below the text and key in the following:
TABLE OF CONTENTS in capital letters, bold, left-aligned and
PAGE NUMBER in capital letters, bold and right-aligned.
Use letter size 16 pt for these headings. Leave TWO line spaces.

8.4 Do NOT show a number on this page.

8.5 Mark the following headings for the Table of Contents:

8.5.1 All level 1 headings

8.5.2 Level 2 paragraphs (only the first L2 paragraph of each Level 1 group)

8.6 Generate the Table of Contents.

8.7 Page numbers must be right-aligned with leader dots.

9. **MANIPULATION OF THE SECOND PAGE:**

Insert page numbers bottom, right, starting with number 30. Use this format:
Pg 30 (bold).

10. **MANIPULATION OF THE LAST (BLANK) PAGE (INDEX):**

10.1 Key in the text INDEX in capital letters, bold, left-aligned and PAGE NUMBER in capital letters, bold and right-aligned. Use letter size 16 pt for these headings.

10.2 Leave TWO line spaces after the heading INDEX and generate the index with the following words:

house-hunting, costs, insurance, home, bond, fees, purchase, transfer

10.3 Page numbers must be right-aligned with leader dots, use TWO columns.

11. Save the document as Q9 HOME. Print ONLY the following THREE pages: the first page (TABLE OF CONTENTS), the second page and the last page (INDEX). Place the PRINTOUTS in your EXAMINATION FOLDER.

[21]

TOTAL SECTION B: 150

OR

SECTION C: SPREADSHEET**MARKS: 150****INSTRUCTIONS:**

1. Read the instructions for each question carefully before you answer the questions.
2. Use Arial 10 pt, except when receiving other instructions. Do NOT use proportional spaced fonts.
3. The following information must appear on each page as a header:

Align your EXAMINATION NUMBER and COMPUTER NUMBER against the left-hand margin	Align the QUESTION NUMBER against the right-hand margin
EXAMINATION NUMBER (COMPUTER NO)	QUESTION NUMBER
4. ALL lines in the spreadsheet must be inserted using the method with which you are familiar.
5. Use the date/time function to insert all dates and time.
6. Refer to ALL values that need to be repeated as absolute cell references.
7. ALL PRINTOUTS must fit on ONE A4 page, unless otherwise specified. If a spreadsheet does not fit on ONE page portrait orientation, you may use landscape orientation.
8. Put ALL PRINTOUTS in your EXAMINATION FOLDER.

QUESTION 10**QUESTION 10A****MARKS: 25**

You are investigating house price indices in South Africa.

1. Retrieve the spreadsheet INDICES.
2. Create a mixed/combo chart to display the SEPTEMBER 2016 and YEAR-TO-DATE 2016 data for the CATEGORY OF HOUSING.

Display the data of YEAR-TO-DATE 2016 as a column chart and the data of SEPTEMBER 2016 as a line chart.

3. Move the chart to a new sheet. Make use of an Excel function.
4. Display the primary major horizontal gridlines.
5. Display the data on the chart as follows:
 - 5.1 Chart title (above the chart): HOUSE PRICE INDICES
 - 5.2 Display the data labels for the line chart (below the line).
 - 5.3 Display the data labels for the column chart (outside end).
 - 5.4 Insert the X-axis title:

CATEGORY OF HOUSING
EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION 10A

- 5.5 Insert the Y-axis title: NOMINAL % CHANGE
6. Display the legend at the top of the chart (below the chart title). Ensure that the legend does not overlap the chart.
7. Save the chart as Q10A COMBO.
8. Print the chart as a new sheet in landscape orientation and place the PRINTOUT in your EXAMINATION FOLDER.

(15)

QUESTION 10B

1. Open the spreadsheet file Q10A COMBO.
2. Select the combo chart created in QUESTION 10A.
3. Delete the data range SEPTEMBER 2016 (the line chart).
4. Change the chart title to:

HOUSE PRICE INDICES:
YEAR-TO-DATE
5. Change the chart type to a pie chart.
6. Display the category names and the percentages as data labels on the outside end of the chart.
7. Remove the legend.
8. Move the chart back to the data sheet and place it as an object below the INDICES data.
9. Ensure that the chart does not overlap any data.
10. Resize the chart to ensure that the chart and data fits on ONE portrait page.
11. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and the QUESTION NUMBER as indicated in the instructions.
12. Save the chart as Q10B PIE.
13. Print the chart and the data as an object on the sheet on ONE portrait page. Place the PRINTOUT in your EXAMINATION FOLDER.

(10)
[25]

QUESTION 11**MARKS: 67****QUESTION 11A**

You are designing a spreadsheet for PROPERTIES-R-US to indicate the main property costs involved when buying a house.

The fees are determined by the sales price of the house. Your research show the following scales for fees to be paid.

Estimated amount: For properties with a purchase price of up to R750 000, there is NO Transfer Duty levied.

From R750 001 to R1 250 000, Transfer Duty is calculated at 3% on the value above R750 001 (So, you don't pay Transfer Duty on the first R750 000.00.)

From R1 250 001 to R1 750 000, Transfer Duty is calculated at 6% on the value above R1 250 000.00 PLUS a flat rate of R15 000.00.

From R1 750 001 to R2 250 000, Transfer Duty is calculated at 8% on the value above R 1750 000 PLUS a flat rate of R45 000.

From R2 250 001 to R10 000 000, Transfer Duty is calculated at 11% of the value above R2 250 000 PLUS a flat rate of R85 000.

From R10 000 001 and above, Transfer Duty is calculated at 13% of the value exceeding R10 000 000 PLUS a flat rate of R937 500.

1. Retrieve the spreadsheet FEES.
2. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and the QUESTION NUMBER as indicated in the instructions.
3. Change the font of the whole sheet to Arial 10 pt.
4. Change the page layout to landscape orientation.
5. Make the changes as indicated below and in the spreadsheet.
6. Insert open rows and headings as indicated in the instructions.
7. Apply text wrap and centre column headings as indicated in the instructions.
8. Insert the picture saved as ESTATE as indicated on the next page. Ensure the size of the picture is 1"/2.54 cm in width and 1"/2.54 cm in height. Insert a dotted line (dashes) frame around the picture, width 2¼.
9. Insert formulae/functions where letters of the alphabet appear to do the following calculations:
 - A Use a formula to number the CLIENTS.
 - B Determine the DEPOSIT. The DEPOSIT is 8% of the SALES PRICE. Use absolute cell reference.

- C Assign the range name RATE to the reference table (F21 to H26). Use the reference table and make use of the appropriate spreadsheet function to look up the PRICE SCALE according to the SALES PRICE.
- D Use the reference table and make use of the appropriate spreadsheet function to look up the % TRANSFER RATE according to the SALES PRICE.
- E Use the reference table and make use of the appropriate spreadsheet function to look up the FLAT RATE according to the SALES PRICE.
- F Determine the TOTAL TRANSFER DUTIES by using the following conditions:
- If the sales price is smaller than R750 001, there are no fees to be paid. For sales prices above R750 001, the PRICE SCALE is deducted from the SALES PRICE. The results are multiplied by the % TRANSFER RATE.
- G The TOTAL is the sum of SALES PRICE, FLAT RATE and TOTAL TRANSFER DUTIES.
- H Use the appropriate spreadsheet function to determine the highest SALES PRICE.
- I Use the appropriate spreadsheet function to determine the lowest SALES PRICE.
- J Determine if the agent is the EMPLOYEE OF THE MONTH by using the following conditions:
- If the agent sold a house for above R8 000 000, display YES, otherwise display NO.

10. Format all monetary values as currency with no decimals.
11. Format % TRANSFER RATE as percentage with no decimal.
12. Sort the spreadsheet according to the CLIENT (with corresponding data) in ascending order.
13. Apply ALL borders and formatting as indicated on the next page.
14. Save the spreadsheet as Q11A FEES and print the spreadsheet without row and column headings in landscape orientation on ONE page. Place the PRINTOUT in your EXAMINATION FOLDER.

	A	B	C	D	E	F	G	H	I	J
1	Insert heading in row 1: Font - Berlin Sans FB Demi 18 pt, merge and centre column A-I PROPERTIES-R-US									
2	ESTIMATED COSTS: QUARTERLY SALES Insert open rows and heading in uc, bold PROPERTY AGENT: H HEWITT Insert all headings column D-I  Insert picture according to instructions									
3										
4										
5										
6										
7		CLIENT	SALES PRICE	DEPOSIT	PRICE SCALE	% TRANSFER RATE	FLAT RATE	TOTAL TRANSFER DUTIES	TOTAL	All headings row 7: Centre vertically and horizontally. Apply text wrap as indicated.
8				8%						
9										
10	1	BRUINDERS, B	R 700 000.00	B	C	D	E	F	G	
11	A	CLARK, C	R 900 000.00							
12		MATYUMZA, M	R 1 100 000.00							
13		ZIKO, Z	R 2 250 000.00							
14		AHMED, A	R 2 500 000.00							
15		DUBE, D	R 3 000 000.00							
16		YANGA, Y	R 11 000 000.00							
17	HIGHEST SALES PRICE:		H							
18	LOWEST SALES PRICE:		I	EMPLOYEE OF THE MONTH: J						
19										
20										
21										
22										
23										
24										
25										
26										
27										

PRICE SCALE	% TRANSFER RATE	FLAT RATE
R 0	0%	R 0
R 750 001	3%	R 0
R 1 250 001	6%	R 15 000
R 1 750 001	8%	R 45 000
R 2 250 001	11%	R 85 000
R 10 000 001	13%	R 937 500

QUESTION 11B

1. Retrieve the document Q11A FEES and change the question number in the header to QUESTION 11B.
2. Hide column B and the reference table.
3. Delete the picture.
4. Display the formula. Change the column widths so that ALL formulae are legible.
5. Display the row and column headings.
6. Save the document as Q11B FEES.
7. Print the document with row and column headings in landscape orientation on ONE page. Place the PRINTOUT in your EXAMINATION FOLDER.

(27)
[67]

QUESTION 12**MARKS: 58****QUESTION 12A**

The agency helps prospective home buyers to calculate the payments of the loan to show them how the monthly payment will increase or decrease as the terms of payment change. You have to show the buyer that it is possible to save for a deposit.

1. Key in the spreadsheet exactly as indicated in the instructions.
2. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and the QUESTION NUMBER as indicated in the instructions.
3. Change the page layout to landscape orientation.
4. Insert a text box with a thick border as indicated in the instructions.
5. Make the changes as indicated on the next pages and on the spreadsheet.

6. Insert formulae/functions where letters of the alphabet appear to do the following calculations:
- A Use a formula to insert the current date. The date must always update when the spreadsheet is opened. Format the date to display the following format: dd/mm/yyyy
 - B Calculate the Portion of salary that should be spend for housing. 35% of salary is used for housing. Use cell reference in your formula.
 - C The deposit is calculated as 8% of the Possible house price. Use cell reference in your formula.
 - D Subtract the deposit from the Possible house price. Use absolute cell reference in the formula. Copy the formula as indicated on the next page.
 - E Use an appropriate spreadsheet formula to determine the Monthly payment. Copy the formula as indicated on the next page.
 - F Calculate the Total amount payed (Monthly payment $\times$ Term $\times$ 12). Copy the formula as indicated on the next page.
 - G The Interest cost is the difference between Principle and the Total amount paid.
 - H DIFFERENCE is the amount of interest saved when the payment is done over a term of 25, 20 or 15 years instead of 30 years. Calculate the difference between the interest cost over 30 years and that of each of the other terms. Use absolute cell reference in the formula.
 - I Make a conclusion based on the calculations in your spreadsheet: Key in the Best Option Term (in years) for the client, based on the Monthly payment and the % of salary that should be spent on housing.
 - J Use an appropriate spreadsheet formula to determine the Final value after a year of saving.
7. ALL monetary values must be displayed as currency with TWO decimals.
8. Yearly interest rate must be displayed as percentage with ONE decimal. ALL values keyed in as percentages must display ONE decimal.
9. Apply ALL borders and formatting as indicated on the next page.
10. Save the spreadsheet as Q12A FINPLAN and print the spreadsheet without row and column headings and in landscape orientation on ONE page. Place the PRINTOUT in your EXAMINATION FOLDER.

	A	B	C	D	E	F
1	PROPERTIES-R-US } Insert heading in row 1: Font - Berlin Sans FB Demi 18 pt					
2	} Insert a thick border					
3	Date:	A Insert current date using a formula, format: dd/mm/yyyy				
4	Client:	Andrea Coetzee				
5	Cell no:	076 1234 567				
6						
7	PLANNING FOR BUYING A FIRST HOUSE: } Uc, bold, italics					
8	Salary		R 16 000.00			
9	Portion of salary spend for housing	35.0%	B			
10	Possible house price		R 800 000.00			
11	Deposit	8.0%	C			
12						
13	PROJECTED MORTGAGE CALCULATION TABLE: } Uc, bold, italics					
14	Interest rate (per year)	7.8%	7.8%	7.8%	7.8%	} Insert horizontal borders as indicated
15	Term (in years)	30	25	20	15	
16	Principle	D _____→				
17						
18	Monthly payment	E _____→				
19	Total amount paid	F _____→				
20	Interest cost	G _____→				
21	DIFFERENCE	H _____→				
22						
23	BEST OPTION: Years of loan: I					
24						
25						
26						
27	SAVING FOR DEPOSIT: } Uc, bold, italics					
28	Portion of salary spend for housing		B			
29	Fixed yearly interest rate		5.0%			
30	Period in months		12			
31	Final value		J			
32						

QUESTION 12B

1. Retrieve the document Q12A FINPLAN and change the question number in the header to QUESTION 12B.
2. Display the formula. Change the column widths so that ALL formulae are legible.
3. Display the row and column headings.
4. Display the gridlines.
5. Hide column A.
6. Ensure the spreadsheet fits on ONE landscape page.
7. Save the document as Q12B FINPLAN.
8. Print the document with row and column headings and gridlines in landscape orientation on ONE page. Place the PRINTOUT in your EXAMINATION FOLDER.

(20)
[58]

TOTAL SECTION C: 150
GRAND TOTAL: 200

ANSWER SHEET EXAMINATION NUMBER:

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SECTION A

QUESTION 1

1.1 _____

(3 × 2) (6)

ANSWER SHEET EXAMINATION NUMBER:

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1.2

(6)

1.3

(3)
[15]

QUESTION 2

2.1 2.1.1

2.1.2

(2 × 2) (4)

ANSWER SHEET EXAMINATION NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

- 2.2 2.2.1 _____
- 2.2.2 _____
- 2.2.3 _____
- 2.2.4 _____
- 2.2.5 _____
- 2.2.6 _____
- 2.2.7 _____
- 2.2.8 _____
- 2.2.9 _____

(9 × 1) (9)

[13]

QUESTION 3

- 3.1 _____
- 3.2 _____
- 3.3 _____
- 3.4 _____

ANSWER SHEET **EXAMINATION NUMBER:**

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3.5 _____

(1)

3.6 _____

(3)
[10]

QUESTION 4

4.1 _____

4.2 _____

4.3 _____

4.4 _____

4.5 _____

ANSWER SHEET EXAMINATION NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.6

(6 × 2)

[12]