



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION

(Second Paper)

NQF LEVEL 4

(7601034)

1 November 2019 (X-Paper)

09:00–12:00

Calculators may NOT be used.




This question paper consists of 14 pages.

TIME: 3 HOURS MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Use appropriate application programs and put the PRINTOUTS in your EXAMINATION FOLDER.
3. The time indicated at the beginning of each section is a guideline to help you finish the question paper in time.
4. The time allocated for this question paper includes reading and printing time.
5. It is your responsibility to save your work at regular intervals to prevent loss of keyed-in data during a power failure. NO additional time is allowed to complete lost work.
6. In the event of a computer or printer defect the invigilator will make the necessary arrangements so that you may continue with the examination and the actual time lost will be allowed additionally.
7. Spell Check may be used to correct all spelling errors.
8. EXAMINATION and CENTRE NUMBERS must be written on the COVER of the EXAMINATION FOLDER and the software version used must be indicated at the top of the COVER page. (For example MS Office 2010).
9. ALL PRINTOUTS must have the QUESTION NUMBER, EXAMINATION NUMBER and a consistent WATERMARK.
10. Marks will NOT be awarded for any PRINTOUTS without an EXAMINATION NUMBER.
11. EXAMINATION NUMBERS in writing are NOT acceptable.
12. PRINTOUTS to be marked must be arranged in the same order as the questions in the question paper. Only the PRINTOUT to be marked must be handed in.
13. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.

SECTION A: WORD PROCESSING (Approximately 72 minutes)**QUESTION 1**

- 1.1 Use MS Access or the mail merge feature in MS Word to create a data source file for the new list of recipients provided on the next page. Do NOT key in the information provided in the first column. (1)
- 1.2 Set the font to Arial, size 12.  (1)
- 1.3 If you are using MS Word, insert a header with your EXAMINATION NUMBER, QUESTION 1 (centred on one line).
OR
If you are using MS Access, rename the table with your EXAMINATION NUMBER, QUESTION 1. (2)
- 1.4 Key in the field names (row 1) in upper case and right align it. (2)
- 1.5 Key in all data accurately with the correct use of upper case, lower case and letter spacing.  (10)
- 1.6 Change the page orientation to landscape. (1)
- 1.7 Adjust the column width to ensure that the data for each record is displayed on ONE line as indicated. (2)
- 1.8 Save the document as QUESTION 1 according to the college examination regulations.  (1)
- 1.9 Print the data source document on ONE A4 landscape page and place it into your EXAMINATION FOLDER. (1)







Create a data source file
with the Field names listed in the 1st row

FIELD NAMES	NAME	SURNAME	NCV PROGRAMME	FRIEND	SOCIAL MEDIA PLATFORM
RECORD 1	Kate	James	SAFETY AND SOCIETY L4	Anna Thompson	Facebook
RECORD 2	Ina	Hindle	ENGINEERING & RELATED DESIGN L4	Casey Dorsen	Twitter
RECORD 3	Michael	Dube	OFFICE ADMINISTRATION L4	Jonas Sibisi	WhatsApp
RECORD 4	Kevin	Katzen	PRIMARY HEALTH L4	Larry Nxusa	Messenger
RECORD 5	Innocent	Manson	HOSPITALITY L4	Manny Joslyn	Instagram

Key in the data for each record accurately

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QUESTION 2

- 2.1 Use the mail merge feature in MS Word to key in the main (primary) document as indicated on the next page. (1)
- 2.2 Insert a footer with your EXAMINATION NUMBER centre-aligned and QUESTION 2 centre-aligned below the EXAMINATION NUMBER. (2)
- 2.3 Use Arial Narrow, size 12 for all text unless otherwise stated.  (1)
- 2.4 Insert today's date in the position indicated. (1)
- 2.5 Key in the primary document accurately with the correct use of capital letters, letter spacing and line spacing. Use Spell Check to correct all spelling errors. (12)
- 2.6 Insert the correct merge fields to replace the text in square brackets, for example **[NAME]**. (5)
- 2.7 Change ALL the merge fields to bold.  (3)
- 2.8 Change the font of the main heading 'ENHANCING ROAD SAFETY' to Colonna MT, size 18 and centre. (2)
- 2.9 Underline the first sentence "Many South Africans..." using the wave underlining style. (2)
- 2.10 Insert any appropriate picture in the position indicated. (2)
- 2.11 Resize the picture if necessary to ensure that the entire document fits on one A4 page (portrait). (1)
- 2.12 Use the column function to display the text in TWO columns as indicated and insert a column break where applicable. (3)
- 2.13 Insert bullets using the style indicated and align to the left margin of each column.  (2)
- 2.14 Apply 15% darker shading to the text in the 2nd bullet. (1)
- 2.15 Display the text in the 4th bullet in italics and right align. (2)
- 2.16 Insert the table with the text and outer border displayed as indicated. (7)
- 2.17 Save the document as QUESTION 2 according to the college examination regulations.  (1)
- 2.18 Print the main document on ONE A4 portrait page and place your printout into your EXAMINATION FOLDER. (1)

Today's date



[NAME] [SURNAME]
[NCV PROGRAMME]

Insert the correct merge fields created in Question 1

Dear NCV Student

ENHANCING ROAD SAFETY

Many South African lives are affected daily by traffic accidents resulting in loss of lives or disability.

Advocating road safety can save a life. You can assist by sharing the following statistics with your best friend, [FRIEND] on [SOCIAL MEDIA PLATFORM].

Insert the correct merge fields created in Question 1

Insert an appropriate picture here.
Resize to fit the document on one page.



The following statistics highlight the high number of road accidents involving teenagers and young adult drivers. It emphasizes the urgent need to create awareness and advocate road safety measures.

Create TWO columns and key in text as indicated

- About ¼ of fatal car accidents involved underage drinking and driving.
- 33% of the young drivers (ages 15 to 20) were over the legal alcohol limit for drivers over the age of 21.
- 32.8% of students nationwide had admitted to texting or e-mailing while driving.
- 55% of the fatal car accidents occurred between 6 pm and midnight.
- 20% of the 5148 young drivers had previous speeding convictions.
- 63% of the young drivers were not wearing seat belts.
(source: www.edgarsnyder.com)

Display text in
the left column



Display text
in the right
column

Don't drive under the influence of alcohol
Don't exceed the speed limit
Don't use your cell phone while driving
Buckle up and arrive alive

Remember: Advocate Road Safety!






QUESTION 3

- 3.1 Open the document saved as QUESTION 2.
- 3.2 Change the question number in the footer to QUESTION 3. (1)
- 3.3 Complete the merging of the documents.  (1)
- 3.4 Ensure that each letter contains the correct information. (8)
- 3.5 Save the document as QUESTION 3 according to your college examination regulations.  (2)
- 3.6 Print only the letters addressed to I Hindle and M Dube on A4 portrait pages and place the printouts into your EXAMINATION FOLDER. [12]

TOTAL SECTION A: 80

SECTION B: SPREADSHEET (Approximately 72 minutes)**QUESTION 4**




- 4.1 Use MS Excel to create a spreadsheet with the information provided. Do NOT key in the row and column headings (1-13 and A-E) as it is only given to indicate the correct cells to be used.  (1)
- 4.2 Insert a header with QUESTION 4 and your EXAMINATION NUMBER both centre-aligned. (2)
- 4.3 Use font type Baskerville Old Face, size 12 unless otherwise stated. (1)
- 4.4 Key in the spreadsheet accurately, with the correct use of uppercase, lowercase and letter spacing. Use Spell Check to correct all spelling errors. (8)
- 4.5 Merge and centre the heading in row 1 from columns A to E. (1)
- 4.6 Change the font of the main heading (row 1) to Arial MT Rounded Bold, size 14.  (1)
- 4.7 Change ALL column headings to bold. (1)
- 4.8 Centre ALL column headings as indicated. Merge cells where applicable. (2)
- 4.9 Display figures in column C and E as 2 decimals. (1)
- 4.10 Insert horizontal and vertical lines as indicated. (2)
- 4.11 Adjust column widths to ensure that ALL data can be read. (1)
- 4.12 Save the document as QUESTION 4 according to your college examination regulations. 
- 4.13 Print the spreadsheet without row and column headings on ONE A4 portrait page and place it into your EXAMINATION FOLDER. (1)



	A	B	C	D	E
1	ROAD ACCIDENT STATISTICS				
2	Anticipated Decrease: 11%				
3	VEHICLE TYPE	Fatalities		Injuries	
4		Number	Percentage	Number	Percentage
5	Motor Vehicles	2100	48.80	8100	49.90
6	Minibuses	1350	14.00	2600	24.40
7	Minibus Taxis	2200	40.10	3400	50.00
8	Motorcycles	1650	15.00	1900	25.50
9	Trucks	1550	30.10	1600	42.20
10	Bicycle	50	5.00	70	7.00
11	TOTAL NUMBER				
12	AVERAGE ANTICIPATED DECREASE				
13	LOWEST NUMBER OF INJURIES				



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QUESTION 5

- 5.1 Open the spreadsheet saved as QUESTION 4.
- 5.2 Change the QUESTION NUMBER in the header to QUESTION 5. (1)
- 5.3 Merge and right align the main heading (row 1) from column A to column G. (1)
- 5.4 Key in the data for the new rows and columns as indicated.  (10)
- 5.5 Change the column headings in column C and column E to %. (2)
- 5.6 Centre the new column headings and change to bold. (2)
- 5.7 Insert appropriate formulae in the cells marked with the corresponding question number to perform the calculations listed below. (1)
- 5.7.1 DIFFERENCE IN FATALITIES/INJURIES = Number of Injuries minus Number of Fatalities  (1)
- 5.7.2 ANTICIPATED DECREASE IN FATALITIES = Number of FATALITIES multiplied by ANTICIPATED DECREASE (cell B2). Use absolute cell reference. (1)
- 5.7.3 TOTAL NUMBER = Sum of Fatalities AND Sum of Injuries (Number) (2)
- 5.7.4 AVERAGE ANTICIPATED DECREASE = Average difference in Fatalities/Injuries (1)
- 5.7.5 HIGHEST % OF INJURIES = Largest % of Injuries  (1)
- 5.7.6 LOWEST NUMBER OF INJURIES = Smallest number of Injuries (1)

- 5.8 Use Autofill to insert the formula in the cells indicated by the arrows.  (2)
- 5.9 Format the figures in column G and cell F13 to integers (no decimals). (2)
- 5.10 Adjust the column width to ensure that the spreadsheet fits on one A4 landscape page and all data can be read. (2)
- 5.11 Insert borders (horizontal and vertical lines) for the new columns and rows. (2)
- 5.12 Insert a thick outer border as indicated in row 12. (1)
- 5.13 Save the document as QUESTION 5 according to the college examination regulations.  (2)
- 5.14 Print the spreadsheet without row and column headings on ONE A4 landscape page and place it into your EXAMINATION FOLDER. (2)



Insert new rows (10 and 14) and key in the new text as indicated

Key in the new column headings in column F and G


	A	B	C	D	E	F	G
1	ROAD ACCIDENT STATISTICS						
2	Anticipated Decrease :		11%				
3	VEHICLE TYPE	Fatalities		Injuries		Difference in Fatalities/Injuries	Anticipated Decrease in Fatalities
4		Number	%	Number	%		
5	Motor Vehicles	2100	48.80	8100	49.90	[5.7.1]	[5.7.2]
6	Minibuses	1350	14.00	2600	24.40		
7	Minibus Taxis	2200	40.10	3400	50.00		
8	Motorcycles	1650	15.00	1900	25.50		
9	Trucks	1550	30.10	1600	42.20		
10	Trucks - articulated	900	11.00	1200	14.00		
11	Bicycle	50	5.00	70	7.00		
12	TOTAL NUMBER	[5.7.3]		[5.7.3]			
13	AVERAGE ANTICIPATED DECREASE					[5.7.4]	
14	HIGHEST % INJURIES					[5.7.5]	
15	LOWEST NUMBER OF INJURIES					[5.7.6]	

Change the column headings in column C and E






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QUESTION 6


- 6.1 Open the spreadsheet saved as QUESTION 5.
- 6.2 Replace the header with a footer with QUESTION 6 (centre-aligned) and EXAMINATION NUMBER (right-aligned). (2)
- 6.3 Display the formulae used.  (7)
- 6.4 Adjust the column width to ensure that ALL formulae are clearly visible. (1)
- 6.5 Save the document as QUESTION 6 according to your college examination regulations.
- 6.6 Print the answer on ONE A4 landscape page. (2)
- [12]**

QUESTION 7

- 7.1 Open the spreadsheet saved as QUESTION 5.  (1)
- 7.2 Change the question number in the footer to QUESTION 7. (1)
- 7.3 Insert a 3-D pie chart to display information in columns A5 to A11 (VEHICLE TYPE) and E5 to E11 (% INJURIES). (2)
- 7.4 Place the chart as an object below the spreadsheet. (1)
- 7.5 Resize the chart if necessary to fit the spreadsheet and chart on ONE A4 landscape page.  (1)
- 7.6 Insert data labels on the outside end and adjust if necessary. (1)
- 7.7 Insert the following chart title above the chart using font size 10 and right align:
ROAD ACCIDENT STATISTICS
EXAMINATION NUMBER, QUESTION 7 (3)
- 7.8 Display the legend on the left of the chart. (1)
- 7.9 Save the document as QUESTION 7 according to the college examination regulations.  (1)
- 7.10 Print the answer on ONE A4 landscape page and place your printout into your EXAMINATION FOLDER. (1)
- [11]**

TOTAL SECTION B: 80


SECTION C: DATABASE (Approximately 36 minutes)**QUESTION 8**

8.1 Use MS Access to create a database file with the FILE NAME: ROAD ACCIDENT SURVEY  (2)

8.2 Save the table as your EXAMINATION NUMBER, QUESTION 8. (1)

8.3 Create a structure of the database using the information below.

FIELD NAMES	DATA TYPE	SIZES	
CAUSE OF ACCIDENT	Short Text	24	
AGE GROUP	Short Text	12	
SECTOR	Short Text	25	
FATALITY	Number, Long Integer	4	(8)

8.4 Print the structure of the database without extra properties and indexes on one A4 portrait page. Place your printout into your EXAMINATION FOLDER.  (1)
[12]


QUESTION 9

9.1 Open the table you saved as your EXAMINATION NUMBER, QUESTION 8.

9.2 Copy the table and rename it as EXAMINATION NUMBER, QUESTION 9. (1)

9.3 Create a database by entering the following data in the table.  (10)


EXAMINATION NUMBER, QUESTION 9			
CAUSE OF ACCIDENT	AGE GROUP	SECTOR	FATALITY
Poor Visibility	18-70 years	Private/Business	54
Distractions	18-35 years	Private/Business	80
Speeding	18-40 years	Private	73
Drunk Driving	21-50 years	Private	85
Reckless Driving	18-30 years	Private	82
Unmaintained roads	18-50 years	Private/Business	94
Unlicensed Drivers	18-25 years	Private	100

9.4 Add a new record with the following details: 

Poor Vehicle Maintenance	18-70 years	Private	54
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(2)

9.5 Sort the table in descending order according to the FATALITY column with ALL corresponding information. (2)

- 9.6 Find "Private/Business" and replace it with "Private/Corporate". (1)
- 9.7 Adjust the column widths to ensure that ALL data can be read.  (1)
- 9.8 Save the table as your EXAMINATION NUMBER, QUESTION 9 according to your college examination regulations.
- 9.9 Print the table on ONE A4 landscape page and place it into your EXAMINATION FOLDER. (1)
- [18]**



QUESTION 10

- 10.1 Open the table saved as your EXAMINATION NUMBER, QUESTION 9.
- 10.2 Create a database report using the Report Wizard. (1)
- 10.3 Use only the following TWO fields to create the report: CAUSE OF ACCIDENT and FATALITY  (2)
- 10.4 Use the columnar layout for the report. (1)
- 10.5 Change the report header to EXAMINATION NUMBER: ROAD ACCIDENT REPORT (2)
- 10.6 Insert the following text below the last record in the report: TOTAL NUMBER OF FATALITIES (1)
- 10.7 Insert the correct formula to calculate the TOTAL NUMBER OF FATALITIES. (1)
- 10.8 Insert a report footer with QUESTION 10 right-aligned. (1)
- 10.9 Save the report as your EXAMINATION NUMBER, QUESTION 10 according to your college examination regulations. 
- 10.10 Print the report on ONE A4 portrait page and place it into your EXAMINATION FOLDER. (1)
- [10]**

TOTAL SECTION C: 40
GRAND TOTAL: 200