



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

13 November 2024

This marking guideline consists of 8 pages.

SECTION A

QUESTION 1

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

(10 × 2) [20]

QUESTION 2

- 2.1 B✓✓
- 2.2 E✓✓
- 2.3 C✓✓
- 2.4 H✓✓
- 2.5 A✓✓

(5 × 2) [10]

QUESTION 3

- 3.1 Information and communications technology✓✓
- 3.2 Global positioning system✓✓
- 3.3 Artificial intelligence✓✓
- 3.4 Network interface card✓✓
- 3.5 Universal serial bus✓✓

(5 × 2) [10]

QUESTION 4

- 4.1 4.1.1 Personal computers – are designed to function individually and are used by one person at a time. This may include laptops, desktops and tablets.✓✓
- 4.1.2 An icon – is a symbol or small picture that represents an option, folder or program.✓✓
- 4.1.3 A server – is a larger computer that serves other computers linked to it in a network.✓✓
- 4.1.4 Phishing – is typically carried out to obtain personal information from the recipient via an e-mail. The e-mail directs the user to visit a website where he/she is asked to update personal information, such as passwords and credit card and bank account numbers.✓✓ (4 × 2) (8)
- 4.2 Bluetooth uses low-power radio signals to send data between devices and their peripherals, such as a laptop and a wireless mouse, smartphone and a fitness watch, or any remote control device. Line of sight is not required to work.✓✓✓ (3)
- 4.3 A. Processing✓✓
 B. Output✓✓
 C. Mouse, webcam, scanner, joystick, light pen, touch screen, microphone, etc.✓✓ (Accept any possible correct answer) (Any 1 × 2)
 D. USB flash drive, memory card reader, optical devices, ZIP drives, Blu-ray drives, etc.✓✓ (Accept any possible correct answer) (Any 1 × 2)
 (4 × 2) (8)

4.4

LAN	WAN
- Local area network - Connects devices in a limited physical area, such as a house, offices in a building, or a building complex. - A virtual private network (VPN) links LANs over the internet, which is less expensive than setting up a WAN. (Any 3✓✓✓)	- Wide area network - Connects devices in a larger network over a larger area, such as government buildings in a city, or different cities, countries and even continents. - An ATM network is a WAN. A bank or large company has a WAN between its branches throughout the country. (Any 3✓✓✓)

(3 × 2) (6)
[25]

TOTAL SECTION A: 65

SECTION B: PRACTICAL QUESTION 5

EXAMINATION NUMBER (PC NO)
QUESTION 5

1: exam no (pc no) left on all pages 1 ACC
2 QUESTION 5 in UC on all pages 1 ACC

6: Berlin Sans FB

7: 16pt

8: underline

9: centre + 2 ACC

14: Indent 5 cm both sides

15: justify

16: centre

17: 1.5 line spacing

19: Insert correct chart

20: size H: 7cm x W: 6cm

21: centre

An Agri-Sector Outlook

Key Features of the Sector

Volatility influenced by climate change, political actions, and social change, amongst other factors.

Variable weather conditions and climate change cause a fluctuation in yields, which impacts local and global supply dynamics. This creates volatility in volumes and crop prices.

Geopolitical influences and government actions:

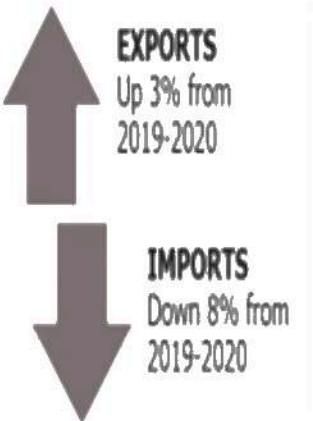
10: Georgia

11: 14pt

12: italics

13: right-aligned + 2 ACC

18: delete paragraph



3: Footer right-aligned

4: bold, underline

5: 8pt + 2 ACC

1 →
→
→
→

GROUP B
A Key driver of ECONOMIC

QUESTION 5 (CONTINUED)

EXAMINATION NUMBER (PC NO)

QUESTION 5

1. exam no (pc no) left on all pages 1 ACC

2 QUESTION 5

1. Secti 2 QUESTION 5 in UC on all pages 1 ACC

Complexity: Agriculture is not homogenous -- there are many different crops and food types, each with their own unique and fragmented supply chains. There is diversity within each crop, in terms of how and where it is produced, and by whom. The complexity is intensified by environmental factors, which influence regional and yearly production and are difficult to accurately predict.

Scrutiny: Role players in the agriculture and food value chain are under pressure to improve the traceability of (and information about) the food we eat. Consumers are rightfully becoming more conscious about the content and safety of our food, together with how it is produced and the environmental and social impacts of this.

24 two parallel columns
25 text in line
26 line in-between
27 columns fully justify

SA's Agriculture Sector

32 Insert SmartArt
33 Basic Chevron process
34 Colour Simple fill
35 Calibri 18pt
36 Centre + 3 ACC

28 Insert any WordArt
29 Any font type
30 28pt
31 Centre + 3 ACC

Volatility

Complexity

Scrutiny

37 font Courier New 12 pt incl header & footer
38 uc & lc
39 line spacing
40 letter spacing
41 margins of page -- 2.54 cm
42 whole document alignment left
43 use hyphenation function for document
44 Insert Shadow page border
45 Page border on all pages
46 any other manipulation error

page)

14	46	60
A	M	T

22 page no on all pages
23 no LA

3 footer RA
4 bold gb underline
5 8pt + 2 ACC

2

→

→

A Key driver of ECONOMIC

1

1

QUESTION 6

A	B	C	D	E	F	G
---	---	---	---	---	---	---

QUESTION 6

EXAMINATION NUMBER (COMP NO)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

SCM MANUFACTURERS LIMITED
SALARY SHEET: AUGUST 2023

NAME	Hours worked	Gross Salary	PAYE	Net Salary
Kolisi N	45			
Du Toit T	50			
Kolbe H	55			
Elizabedi N	65			
Moodey S	48			
Mostert A	47			
Niemand K	40			

1. QUESTION 7 left
2. EXAMINATION NUMBER (COMP NO) right
3. UC/lc
4. Line spacing / open rows
5. Column width/Wrapping of headings
6. Font Arial 11 pt
7. Used correct cells
8. Any other manipulation mistake
9. Print 1 A4 portrait page + Row & col headings

ACCURACY:

Header -1
Spreadsheet - 5

6	9	15
A	M	T

[15]

QUESTION 7

QUESTION 7

1. HEADER: Change 6 to 7

EXAMINATION NUMBER (COMP NO)

SCM MANUFACTURERS LIMITED

SALARY SHEET AUGUST 2023

Rate per hour: 52

NAME	HOURS WORKED	GROSS SALARY	PAYE	UIF	NET SALARY
Du Toit T	50	R2 600.00	R546.00	R26.00	R2 028.00
Elizabedi N	65	R3 380.00	R709.80	R33.80	R2 636.40
Kolbe H	55	R2 860.00	R600.60	R28.60	R2 230.80
Kolisi N	45	R2 340.00	R491.40	R23.40	R1 825.20
Moodey S	48	R2 496.00	R524.16	R24.96	R1 946.88
Mostert A	47	R2 444.00	R513.24	R24.44	R1 906.32
Niemand K	40	R2 080.00	R436.80	R20.80	R1 622.40
Average hours worked	50				
Number of employees	7				
Highest Gross Salary		R3 380.00			
Lowest Net Salary					R1 622.40

8 Insert A5 ✓
9 Insert C5 ✓

2 Merge & centre across A-F ✓
3 Bold ✓
4 Underline ✓

10 align right ✓
11 UC ✓ 12 bold ✓
13 15% grey shading ✓

14 Insert UIF column ✓

21 Copy formulae ✓

22 Insert ✓

23 Calc ✓

24 Calc ✓

25 Calc ✓

26 Calc ✓

27 Currency with 2 dec ✓
28 Integers ✓

29 UC/lc
30 Line spacing/insert open rows
31 Column width/Wrapping of headings
32 Font Arial 11 new info
33 Used correct cells
34 Horizontal lines
35 Vertical border lines
36 Any other manipulation mistake
37 Print 1 A4 landscape page + NO Row & col headings

8	37	45
A	M	T

[45]

QUESTION 8

QUESTION 8

1. HEADER: Change 7 to 8

EXAMINATION NUMBER (COMP NO)

SCM MANUFACTURERS LIMITED

SALARY SHEET: AUGUST 2

Rate per hour:	52	2. Calc ✓✓	3. Calc ✓	4. Calc ✓	5. Calc ✓✓
NAME	HOURS WORKED	GROSS SALARY	PAYE	UIF	NET SALARY
Du Toit T	50	=C\$5*B7	=21%*C7	=C7*1%	=C7-(D7+E7)
Elizabedi N	65	=C\$5*B8	=21%*C8	=C8*1%	=C8-(D8+E8)
Kolbe H	55	=C\$5*B9	=21%*C9	=C9*1%	=C9-(D9+E9)
Kolisi N	45	=C\$5*B10	=21%*C10	=C10*1%	=C10-(D10+E10)
Moodey S	48	=C\$5*B11	=21%*C11	=C11*1%	=C11-(D11+E11)
Mostert A	47	=C\$5*B12	=21%*C12	=C12*1%	=C12-(D12+E12)
Niemand K	40	=C\$5*B13	=21%*C13	=C13*1%	=C13-(D13+E13)
Average hours worked	=AVERAGE(B7:B13)	6. Calc ✓			
Number of employees	=COUNTA(A7:A13)				10. Copy formulae ✓
Highest Gross Salary	7. Calc ✓	=MAX(C7:C13)			
Lowest Net Salary		8. Calc ✓		=MIN(F7:F13)	9. Calc ✓
11. Adjust column widths, all formulas must be visible 12. Print spreadsheet without row and column headings 13. Print on ONE landscape page.			15	T	

[15]

TOTAL SECTION B: 135
GRAND TOTAL: 200