



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE: FARMING N5

16 November 2023

This marking guideline consists of 15 pages.

SECTION A**QUESTION 1**

- 1.1 A
- 1.2 B
- 1.3 D
- 1.4 C
- 1.5 D

(5 × 2) [10]

QUESTION 2

- 2.1 False
- 2.2 True
- 2.3 True
- 2.4 True
- 2.5 False

(5 × 1) [5]

QUESTION 3

- 3.1 Virtual office
- 3.2 Peripherals
- 3.3 Hidden file
- 3.4 WAN
- 3.5 Recycle bin

(5 × 1) [5]

QUESTION 4

- 4.1 Advantages
- Connect to the world and communicate in real-time
 - Entertainment
 - Recreation
 - Safety
 - Alarm function
 - Reminder function
 - E-mailing and data transfer
 - Various utilities
- 1)

(Any 2 ×

Disadvantages

- Interruptions
 - Distraction
 - Isolation
 - Health problems
 - High cost
- 1)

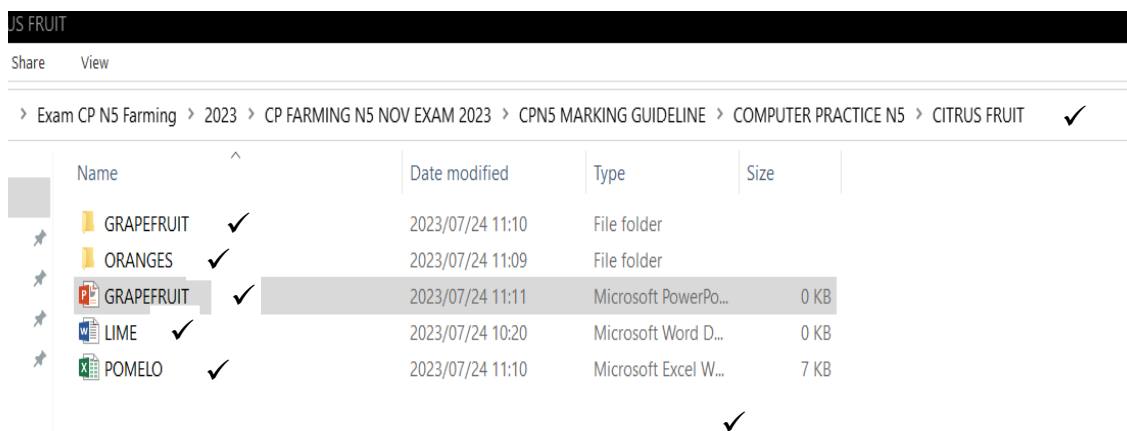
(Any 2 ×

(2 × 2) (4)

- 4.2 E-learning refers to learning taking place over the Internet or online✓. There is no in-person interaction between the lecturer and the student✓. (2)
- 4.3
- Bluetooth uses short-range radio signals✓ to transmit data between two Bluetooth-enabled computers or devices over a short range✓.
 - Video conferencing uses tools such as Skype and Zoom✓ to connect with colleagues, friends and family globally. Without the Internet, this is impossible. ✓ (2 × 2)
- (4)
[10]

QUESTION 5

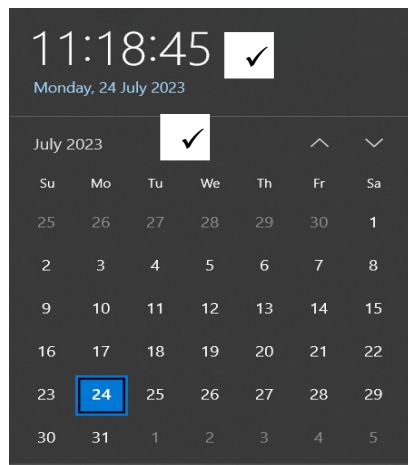
5.7



✓ Delete KUMQUAT file

(8)

5.8



**Work with examination
date, and examination time**

(2)
[10]

TOTAL SECTION A: 40

QUESTION 6A

NAME	SURNAME	ADDRESS	TOWN	CODE
Sihle	Khoza	6 Lemon Street	CITRUSDAL	EXAMINATION NUMBER
Kristen	Watson	13 Grey Street	MONTAGU	6720
Thabo	Hlabe	2 Kirabo Street	TZANEEN	QUESTION 6A
Marcus	Nel	54 Dome Street	KIRKWOOD	6125

1. Font Arial 12 pt ✓
2. Table correct ✓
3. uc/lc ✓
4. Headings uc, bold ✓
5. Print one A4 landscape paper ✓

ACC ✓✓✓✓✓

A	M	T
5	5	10

(10)

QUESTION 6B

- 1 header EXAM NO, left-aligned
2 QUESTION 6B, right-aligned

5th ANNUAL CITRUS FARMING CONFERENCE

≠

- 3 Insert heading centre
4 Upper case
5 Cooper Black 18 pt

21 Main Road
RANDBURG
1709

- 6 Tab stop 10 cm/3.94"

≠

21/11/2024

- 7 Insert today's date, any format

≠

«ADDRESS»

8

«TOWN»

9

«CODE»

10

≠

Dear «NAME» «SURNAME»

11

12

≠

It is our pleasure to invite you to our annual Citrus Farming Conference in Randburg. We would like to celebrate our export successes and the farming practices in our districts.

During the conference, the attendees will also participate in a guided tour of our Citrus farms and be able to see the farm activities. The two farms that will be visited, are the following:

- Stesan Citrus Farm
- Ferndale Lemon Farm

- 13 Insert any bullets

We are looking forward to your presence at the conference and please let us know if you will attend before 31 October 2023.

≠

Citrus regards

≠

≠

THABISA MARIVATE
ADMINISTRATOR

- 14 uc

- 15 uc & lc
16 line spacing
17 letter spaces
18 A4 portrait, print
19 Left- and right-hand margins for document: 2.54 cm/1"
20 any other manipulation error

A	M	T
5	20	25

(25)

EXAMINATION NUMBER

QUESTION 6C

QUESTION 6C

5th ANNUAL CITRUS FARMING CONFERENCE

21 Main Road
RANDBURG
1709

21/11/2024

6 Lemon Street
CITRUSDAL
EXAMINATION NUMBER

Dear Sihle Khoza

It is our pleasure to invite you to our annual Citrus Farming Conference in Randburg. We would like to celebrate our export successes and the farming practices in our districts.

During the conference, the attendees will also participate in a guided tour of our Citrus farms and be able to see the farm activities. The two farms that will be visited, are the following:

- Stesan Citrus Farm
- Ferndale Lemon Farm

We are looking forward to your presence at the conference and please let us know if you will attend before 31 October 2023.

Citrus regards

THABISA MARIVATE
ADMINISTRATOR

QUESTION 6C

5th ANNUAL CITRUS FARMING CONFERENCE

21 Main Road
RANDBURG
1709

21/11/2024

2 Kirabo Street
TZANEEN
QUESTION 6A

Dear Thabo Hlabe

It is our pleasure to invite you to our annual Citrus Farming Conference in Randburg. We would like to celebrate our export successes and the farming practices in our districts.

During the conference, the attendees will also participate in a guided tour of our Citrus farms and be able to see the farm activities. The two farms that will be visited, are the following:

- Stesan Citrus Farm
- Ferndale Lemon Farm

We are looking forward to your presence at the conference and please let us know if you will attend before 31 October 2023.

Citrus regards

THABISA MARIVATE
ADMINISTRATOR

A	M	T
0	5	5

NO	MANIPULATION	MARK
1	Question number not changed to QUESTION 6C on ALL letters and/or incorrect	
2	No letter for [Sihle Khoza] and associated fields and/or incorrect	
3	No letter for [Thabo Hlabe] and associated fields and/or incorrect	
4	Alignment incorrect, incorrect margins	
5	Incorrect paper size, portrait orientation not used, and any other error	

(5)

QUESTION 6D

CITRUS FARMING CONFERENCENAME: Sihle Khoza

☺ ENJOY!

CITRUS FARMING CONFERENCENAME: Kristen De Klerk

☺ ENJOY!

CITRUS FARMING CONFERENCENAME: Thabo Hlabe

☺ ENJOY!

CITRUS FARMING CONFERENCENAME: Marcus Nel

☺ ENJOY!

- 1 LABEL function used, 8 labels
- 2 Heading Bold, Century Gothic 14 pt
- 3 Name: Underline, Century Gothic 12 pt
- 4 Insert correct merge fields
- 5 Insert correct symbol, borders displayed
- 6 Centre text vertically and horizontally except for ☺ ENJOY! right-aligned
- 7 Print only labels with 4 attendees, one A4 portrait page
- 8 EXAMINATION NUMBER left, and QUESTION 6D right as footer

A	M	T
2	8	10

(10)
[50]

QUESTION 7

	A	B	C	D	E						
1	ZIKHE CITRUS FARM										
2											
3	CITRUS TYPES	CARTONS PRODUCED	COST PRICE PER CARTON								
4	Lemons	258	485,25								
5	Oranges	884	360,50								
6	Grapefruit	460	795,00								
7	Kumquats	535	350,00								
8	Pomelos	287	210,50								
9	Soft citrus	385	680,99								
10	Limes	750	333,33								
11	1. QUESTION 7 left, EXAMINATION NUMBER right 2. uc/lc 3. Letter spaces, open rows 4. Used correct cells 5. Column width, wrapping of headings 6. Font Arial 10 pt 7. Print 1 A4 portrait page + row & column headings										
12											
13											
14											
15											
16											
17											
18											
19	ACCURACY: Header - 1 Spreadsheet - 2										
20											
21											
22											
23											
24											
25	<table><tr><td>3</td><td>7</td><td>10</td></tr><tr><td>A</td><td>M</td><td>T</td></tr></table>					3	7	10	A	M	T
3						7	10				
A						M	T				
26											
27											
28											
29											
30											

3	7	10
A	M	T

[10]

QUESTION 8

ZIKHE CITRUS FARM

2. Merge & centre 3. Goudy Stout 16 pt

Citrus prices: 2023
Mark-up

4. Insert text
5. underline & bold

5%

6. Insert column 7. Insert col headings

CITRUS TYPES	CARTONS PRODUCED	COST PRICE PER CARTON	SELLING PRICE PER CARTON	TOTAL EARNINGS	PREDICTIONS
Grapefruit	460	R 795,00	R 834,75	R 383 985,00	PROFIT
Kumquats	535	R 350,00	R 367,50	R 196 612,50	LOSS
Lemons	258	R 485,25	R 509,51	R 131 454,23	LOSS
Limes	750	R 333,33	R 350,00	R 262 497,38	LOSS
Oranges	884	R 360,50	R 378,53	R 334 616,10	PROFIT
Soft citrus	385	R 680,99	R 715,04	R 275 290,21	PROFIT
GRAND TOTAL	R 3 272,00	R 3 005,07	R 3 155,32	R 1 584 455,41	

17. All headings: uc
18. Centre
19. 15% shading
32. del row Pomelo

20. Copy formulae

COUNT CITRUS TYPES

LOWEST CARTONS PRODUCED

HIGHEST SELLING PRICE PER CARTON

AVERAGE TOTAL EARNINGS

23. Insert text

6

13.

R 834,75

15.

R 264 075,90

16.

21. Currency with 2 dec
22. Integers

- 1. Header - change QUESTION 7 to QUESTION 8
- 24. uc/lc
- 25. Letter spaces, open rows
- 26. Column width, wrapping of headings
- 27. Font Arial 10 pt new info
- 28. Used correct cells
- 29. Horizontal & vertical borders
- 30. Print 1 A4 landscape page + NO Row & col headings

ACCURACY:
Header - 1
Spreadsheet - 7

8	32	40
A	M	T

[40]

QUESTION 9

ZIKHE CITRUS FARM

0,05

CARTONS PRODUCED	COST PRICE PER CARTON	SELLING PRICE PER CARTON	TOTAL EARNINGS	4. ✓✓ PREDICTIONS
460	795	=C7+(C7*\$B\$4)	=B7*D7	=IF(E7>270000;"PROFIT";"LOSS")
535	350	=C8+(C8*\$B\$4) 2.	=B8*D8 3.	=IF(E8>270000;"PROFIT";"LOSS")
258	485,25	=C9+(C9*\$B\$4)	=B9*D9	=IF(E9>270000;"PROFIT";"LOSS")
750	333,33	=C10+(C10*\$B\$4)	=B10*D10	=IF(E10>270000;"PROFIT";"LOSS")
884	360,5	=C11+(C11*\$B\$4)	=B11*D11	=IF(E11>270000;"PROFIT";"LOSS")
385	680,99	=C12+(C12*\$B\$4)	=B12*D12	=IF(E12>270000;"PROFIT";"LOSS")
=SUM(B7:B12)	=SUM(C7:C12)	=SUM(D7:D12)	=SUM(E7:E12) 5.	

=COUNTA(A7:A12)

=MIN(B7:B12)

7.

6.

=MAX(D7:D12)

8.

=AVERAGE(E7:E12)

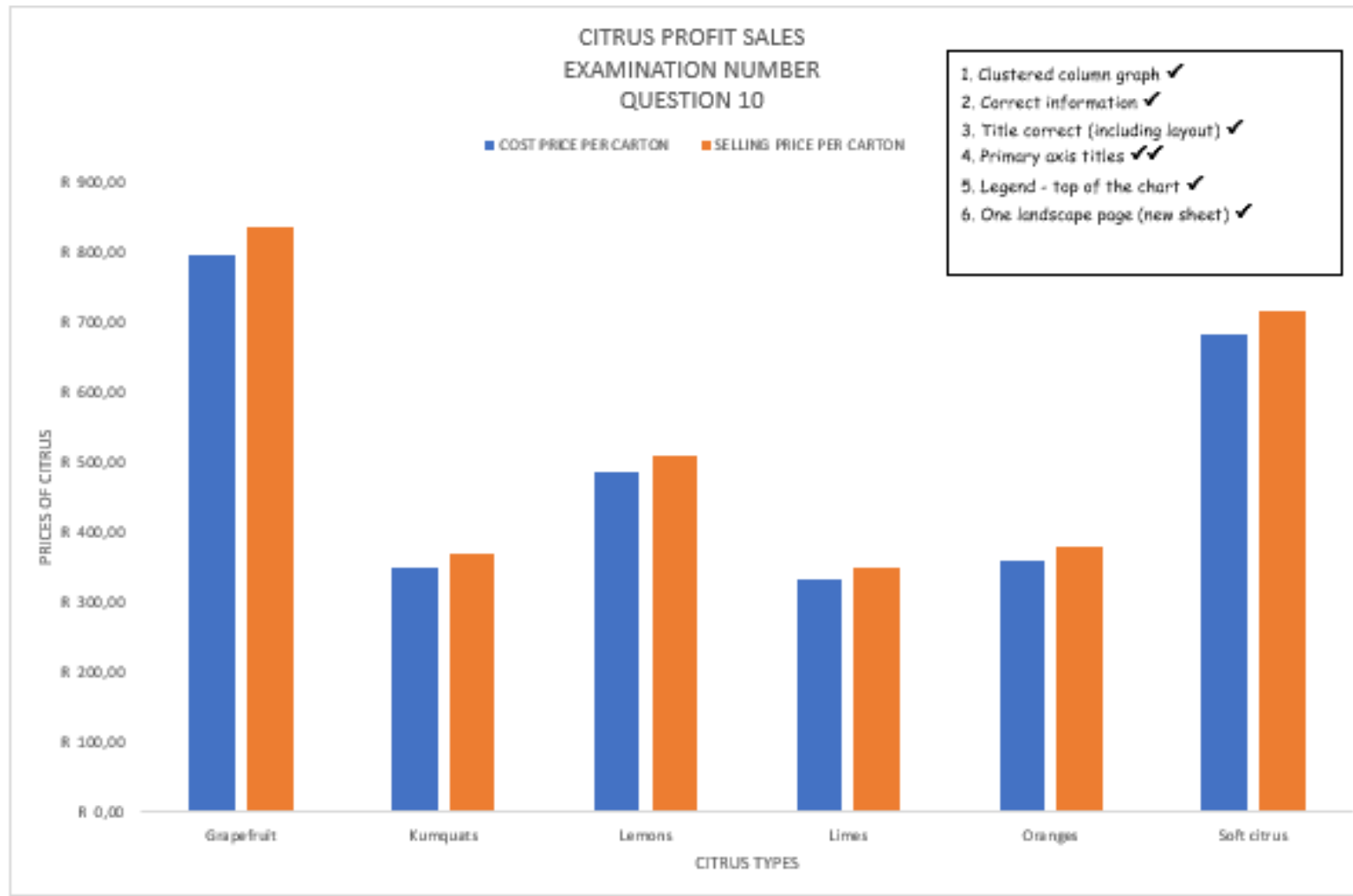
9.

- Header - change QUESTION 8 to QUESTION 9
- Hide Column A
- Adjust column widths, all formulas must be visible
- Print 1 A4 landscape page + NO Row & col headings

T
13

[13]

QUESTION 10



[7]

QUESTION 11

1. Open PowerPoint, Title Slide✓
2. Insert footer and date✓, Font: Arial 16 pt on all slides✓
3. CIRCUIT theme, on all slides✓
4. Insert CITRUS image✓, height and width 6 cm/3.15"✓
5. Move image to right-hand side✓
6. Title: Elephant✓, 48 pt✓, centre✓
7. Sub-title: Aharoni✓, 36 pt✓, right-aligned✓

(13)



WHY SUMMER CITRUS FROM SOUTH AFRICA?

1. Citrus from South Africa is delicious, sweet, and high-quality.
2. Special varieties available to complement local supply when otherwise unavailable.
3. We consistently exceeds stringent standards for growing, harvesting, and shipping to deliver only the best quality citrus.

EXAMINATION NUMBER (PC) QUESTION 11 2023/07/28

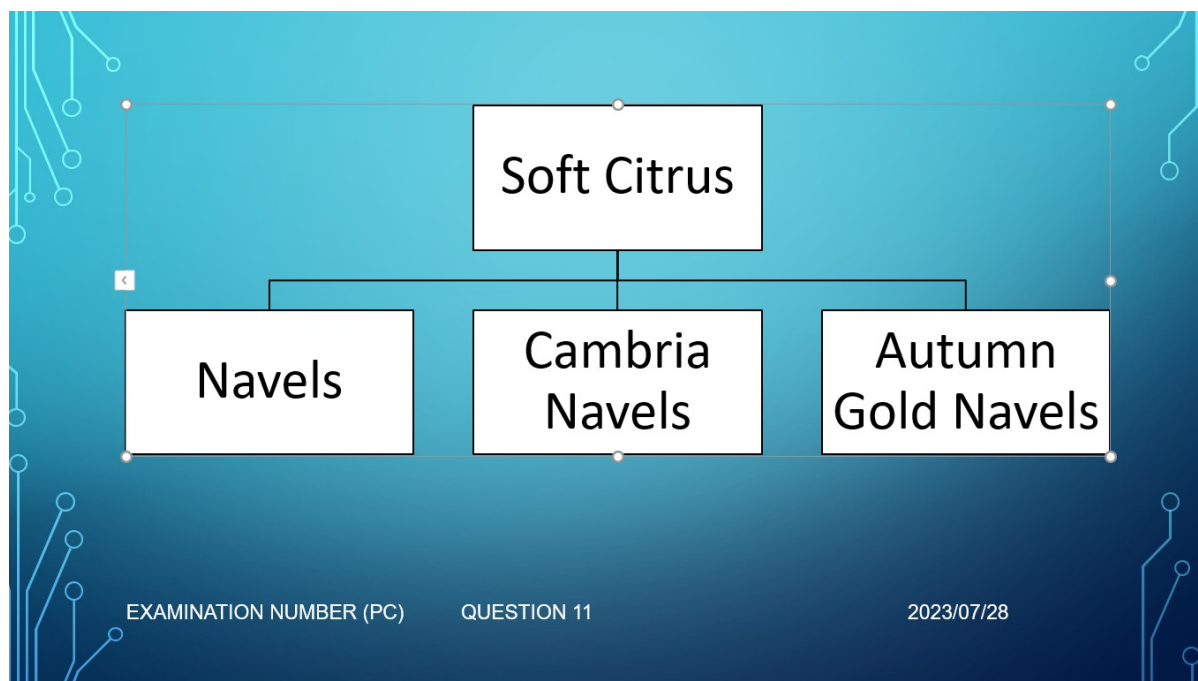
8. Title and content slide✓

9. Title: Rockwell 40 pt✓, italics✓, right-aligned✓

10. 3 pt border around heading✓

11. Change list to numbered list✓, Tahoma 36 pt✓, 1.5 line spacing✓

(8)



12. Blank slide✓

13. Correct SmartArt✓, No shape fill✓, Font: Black✓

14. Insert correct text✓, Calibri (Body) 44 pt✓, bold✓

15. Print as HANDOUT with 2 slides per page✓, LANDSCAPE orientation✓ (9)

Accuracy ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

(10)

A	M	T
10	30	40

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200