



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE: FARMING N5

27 May 2025

This marking guideline consists of 14 pages.

SECTION A

QUESTION 1

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

(5 × 2) [10]

QUESTION 2

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

(5 × 1) [5]

QUESTION 3

- 3.1 F
- 3.2 A
- 3.3 C
- 3.4 E
- 3.5 B

(5 × 1) [5]

QUESTION 4

- 1.1 Operating system✓✓
- 1.2 Metropolitan area network✓✓
- 1.3 Read only memory✓✓
- 1.4 World wide web✓✓
- 1.5 Personal computer✓✓

(5 × 2) [10]

QUESTION 5

5.1 5.1.1–
5.1.8

Documents > COMPUTER PRACTICE FARMING N5 > VEGETABLES ✓

Name	Date modified	Type
EXPORT ✓	2023/10/30 09:47	File folder
WAIST ✓	2023/10/30 09:47	File folder
CAULIFLOWER ✓	2023/10/30 09:44	Microsoft Publish...
CELERY ✓	2023/10/30 09:48	Microsoft Excel W...
MUSHROOM - Copy ✓	2023/10/30 09:49	Microsoft PowerP...
MUSHROOM ✓	2023/10/30 09:49	Microsoft PowerP...
ASPARAGUS deleted ✓		

(8 × 1) (8)

5.2



Screen prints clear ✓

(2 × 1) (2)
[10]

TOTAL SECTION A: 40

VRAAG 6A

EXAMINATION-NUMBER(PC)



1. Font: Stencil
2. Size: 20 pt
3. UC
4. Centre



QUESTION 6A

ader

OUR VEGETABLES, YOUR HEALTH!

PO Box X123
JOHANNESBURG
2001

5. Text LA



(011) 1021035

10. Text RA
11. Symbols correct
12. E-mail address

6. Picture inserted
7. W (4cm)
8. H (3.5cm)
9. 2 pt border

13. Three Columns inserted
14. Horizontal line
15. Font: Arial Rounded Mt Bold 12 pt
16. Header inserted correct
17. Margins: 1.5 cm left and right

A	M	T
4	16	20

(20)

QUESTION 6B

NAME	SURNAME	ADDRESS	TOWN	CODE	DATE	TIME	SEAT-NO
Stefanie	Hall	600 Lilian Ngozi Street	Pretoria	0001	07 September 2024	18:00	2
Tim	Norton	30 Hamilton Street	Knysna	0002	14 September 2024	19:00	EXAMINATION-NO(PC)
Sean	Didiza	QUESTION 6B	Clanwilliam	0184	21 September 2024	18:30	6

¶

1. Font Arial 11 pt ✓
2. EXAMINATION-NUMBER(PC) in SEAT-NO column ✓
3. QUESTION 6B in ADDRESS column ✓
3. UC/lc, line spacing, letter spaces ✓
4. Alignment ✓
5. No wrapping, Column with information keyed in correct columns ✓
6. Print one A4 landscape paper ✓

¶

ACC ✓✓✓

A	M	T
3	5	8

(8)

VRAAG 6C

EXAMINATION NUMBER(PC)

1. Question number changed to C
2. Letterhead retrieved

QUESTION 6C

OUR VEGETABLES, YOUR HEALTH!

PO-Box X123 JOHANNESBURG 2001		☎: (011) 1021035 ✉: ourvegetablesyourhealth@gmail.com
-------------------------------------	---	--

NOTE: If the letterhead is not changed to Arial 11 pt, the text will wrap. Candidates cannot be penalised because there was no instruction to change font in letterhead.

04 February 2025

3. Today's date in full any format

«ADDRESS»

44

«TOWN»

5. field, 6. bold (Town)

«CODE»

74

Dear «NAME» «SURNAME»

84

94

Hereby you are invited to spend an evening with us to introduce our new store. Supper and beverages will be served. There are lots of prizes to be won.

NOTE: NO enter after [... store.]

The dress code for the event is smart-casual.

Please note your information:

10. und (do not underline)

NOTE: Please note for your information: [for] omitted

DATE	«DATE»	12	11. Insert table
TIME	«TIME»	13	
SEAT-NO	«SEAT_NO»	14	

15. bold

NOTE: TWO enters after the table

Kindly inform us by the 16th of August 2024 if you will be able to attend this function.

Yours faithfully

Administration clerk

16. left tab stop: 4 cm with a solid leader

NOTE: solid leader line

17. Field names changed to italics
18. UC & lc
19. Line spacing / letter spaces / alignment
20. Left margin 2.54 cm
21. A4 portrait
22. Any other manipulation error

A	M	T
6	22	28

→

QUESTION 6D

EXAMINATION NUMBER(PC)

QUESTION 6D

OUR VEGETABLES, YOUR HEALTH!

PO Box X123 JOHANNESBURG 2001		Tel: (011) 1021035 Email: ourvegetablesyourhealth@gmail.com
-------------------------------------	---	--

Q

04 February 2025

+

30 Hamilton Street

Knysna

0002

+

Dear Tim Norton

+

Hereby you are invited to spend an evening with us to introduce our new store.

NOTE: NO enter after [... store.]

Supper and beverages will be served. There are lots of prizes to be won.

Q

The dress code for the event is smart-casual.

+

Please note your information:

NOTE: Please note for your information: [for] omitted

+

DATE	14 September 2024
TIME	19:00
SEAT NO	EXAMINATION NO(PC)

NOTE: NO wrapping at EXAM NO

+

+

Kindly inform us by the 16th of August 2024 if you will be able to attend this function.

+

Yours faithfully



Administration clerk

Q

Q

Q

Q

Q

QUESTION 6D (CONTINUED)

EXAMINATION NUMBER(PC)

QUESTION 6D

OUR VEGETABLES, YOUR HEALTH!

PO-Box X123 JOHANNESBURG 2001		☎: (011) 1021035 ✉: ourvegetablesyourhealth@gmail.com
-------------------------------------	---	--

04 February 2025

QUESTION 6B
Clanwilliam
0184

Dear Sean Didiza

Hereby you are invited to spend an evening with us to introduce our new store.
Supper and beverages will be served. There are lots of prizes to be won.

The dress code for the event is smart-casual.

Please note your information:

NOTE: Please note for your information: [for] omitted

DATE	21 September 2024
TIME	18:30
SEAT NO	6

Kindly inform us by the 16th of August 2024 if you will be able to attend this function.

Yours faithfully


Administration clerk

A	M	T
0	4	4

NO	MANIPULATION	MARK
1	Question number not changed to QUESTION 6D on ALL letters and/or incorrect.	
2	Letter for [Tim] and associated fields correct.	
3	Letter for [Sean] and associated fields correct.	
4	Incorrect paper size, portrait orientation not used, and any other error.	

(4)
[60]

QUESTION 7

EXAMINATION NUMBER (PC)

QUESTION 7

LIST OF VEGETABLES

VEGETABLES	PRICE PER BOX	QUANTITY
Asparagus	689.00	20
Broccoli	140.50	15
Brussels sprout	278.60	17
Cabbage	560.00	10
Cauliflower	640.00	13
Celery	375.90	14
Mushrooms	495.00	16
Eggplant	395.00	20

1. EXAM NO(PC) left as a header ✓
2. QUESTION 7 right as a header ✓
3. UC/lc ✓
4. Linespacing/open rows ✓
5. Column width/Wrapping of headings ✓
6. Format of figures ✓
7. Cambria 11pt ✓
8. Used correct cells ✓
9. Any other manipulation mistake ✓
10. Print 1 A4 portrait page without Row & col headings ✓

3	7	10
A	M	T

ACCURACY:
Spreadsheet including
Header & Footer - 3

[10]

LIVE

- 10 -

COMPUTER PRACTICE: FARMING N5

QUESTION 8

EXAMINATION NUMBER (PC)

1. Header changed to QUESTION 8

NOTE: MEMO DOES NOT SHOW ROW AND COLUMN HEADINGS

QUESTION 8

LIST OF VEGETABLES

Font: 2. Broadway 3. und 4. 28 pt
5. merge & centre

6. Open row

04 February 2025

7. Today's date inserted 8. Correct format (dd mmmm yyyy)

27 May 2025

NOTE: QUESTION PAPER DID NOT SAY COLUMN HEADINGS MUST BE CENTRED VERTICALLY

6. Open row

VAT

15%

9. insert columns (ACC ✓✓✓)

VEGETABLES 12. Sort A-Z	PRICE PER BOX	QUANTITY	COST PRICE 13	VAT 14	TOTAL 15	DISCOUNT 16 17	TOTAL AMOUNT DUE 18
Asparagus	R689.00	20	R13,780.00	R2,067.00	R15,847.00	R1,584.70	R14,262.30
Broccoli	R140.50	15	R2,107.50	R316.13	R2,423.63	R0.00	R2,423.63
Brussels sprout	R278.60	17	R4,736.20	R710.43	R5,446.63	R0.00	R5,446.63
Cabbage	R560.00	10	R5,600.00	R840.00	R6,440.00	R0.00	R6,440.00
Cauliflower	R640.00	13	R8,320.00	R1,248.00	R9,568.00	R956.80	R8,611.20
Celery	R375.90	14	R5,262.60	R789.39	R6,051.99	R0.00	R6,051.99
Eggplant	R395.00	20	R7,900.00	R1,185.00	R9,085.00	R908.50	R8,176.50
Mushrooms	R495.00	16	R7,920.00	R1,188.00	R9,108.00	R910.80	R8,197.20
GRAND TOTAL	R3,574	125	R55,626.30	R8,343.95	R63,970.25	R4,360.80	R59,609.45

10. Column headings Centre
11. Grey 60% shading

LEAST QUANTITY ORDERED
HIGHEST COST PRICE
AVERAGE DISCOUNT
VEGETABLE TYPES

24. insert
25. Bold
(ACC ✓✓✓)

10 20

13780 21

8 23

545 22

NOTE: [34] and NOT [33]

- 26. Copy formulae
- 27. UC/lc
- 28. Line spacing/open rows
- 29. Column width/Wrapping of headings
- 30. Font Cambria 11 pt new info
- 31. Used correct cells

- 32. Horizontal & vertical border lines
- 33. Format to currency
- 34. Format to integers
- 35. Any other manipulation mistake
- 36. Print 1 A4 landscape page with Row & col headings

6	33	40
A	M	T

[40]

QUESTION 9

EXAMINATION NUMBER (PC)

QUESTION 9

LIST OF VEGETABLES						
=TODAY() 2						
VAT						
VEGETABLES	QUANTITY	COST PRICE	VAT	TOTAL	DISCOUNT	TOTAL AMOUNT DUE
Asparagus	20	=B8*C8	=B\$5*D8	=D8+E8	=IF(F8>=7000,F8*10%,0)	=F8-G8
Broccoli	15	=B9*C9	=B\$5*D9	=D9+E9	=IF(F9>=7000,F9*10%,0)	=F9-G9
Brussels sprout	17	=B10*C10	=B\$5*D10	=D10+E10	=IF(F10>=7000,F10*10%,0)	=F10-G10
Cabbage	10	=B11*C11	=B\$5*D11	=D11+E11	=IF(F11>=7000,F11*10%,0)	=F11-G11
Cauliflower	13	=B12*C12	=B\$5*D12	=D12+E12	=IF(F12>=7000,F12*10%,0)	=F12-G12
Celery	14	=B13*C13	=B\$5*D13	=D13+E13	=IF(F13>=7000,F13*10%,0)	=F13-G13
Eggplant	20	=B14*C14	=B\$5*D14	=D14+E14	=IF(F14>=7000,F14*10%,0)	=F14-G14
Mushroom	16	=B15*C15	=B\$5*D15	=D15+E15	=IF(F15>=7000,F15*10%,0)	=F15-G15
GRAND TOTAL	=SUM(C8:C15)	=SUM(D8:D15)	=SUM(E8:E15)	=SUM(F8:F15)	=SUM(G8:G15)	=SUM(H8:H15)
LEAST QUANTITY	=MIN(C8:C15)					
HIGHEST COST		=MAX(D8:D15)				
AVERAGE DISCOUNT					=AVERAGE(G8:G15)	
VEGETABLE TYPE	=COUNTA(A8:A15)					

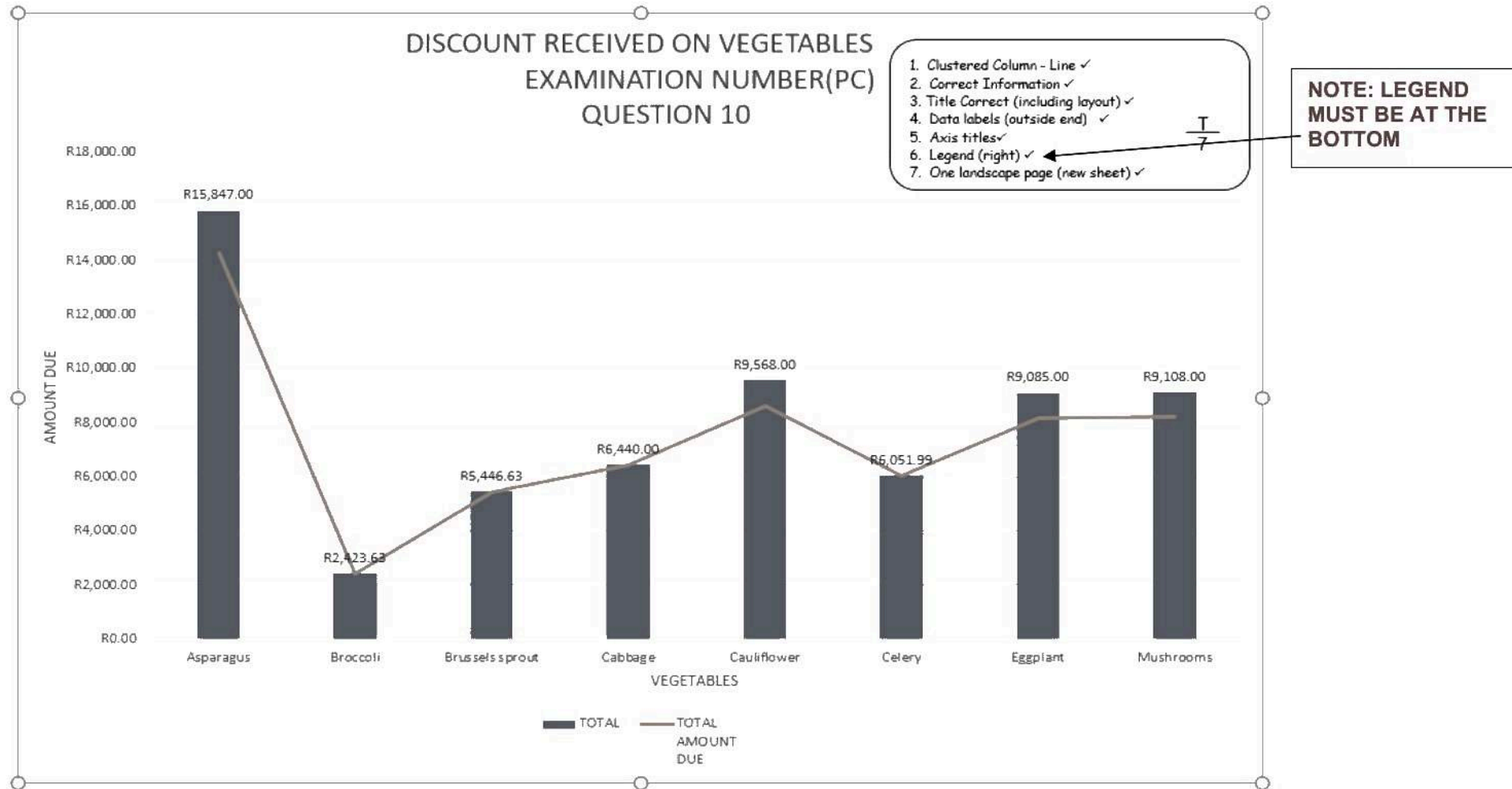
[13]

LINE

- 12 -

COMPUTER PRACTICE: FARMING N5

QUESTION 10



[7]

QUESTION 11

1. Open PowerPoint, use Title slide ✓
2. Theme: Basis on all slides ✓

3. Font: Harrington, 4. 44 pt, 5. uc, 6. und (do not underline punctuation), 7. center

Eat Vegetables, Not Meat!



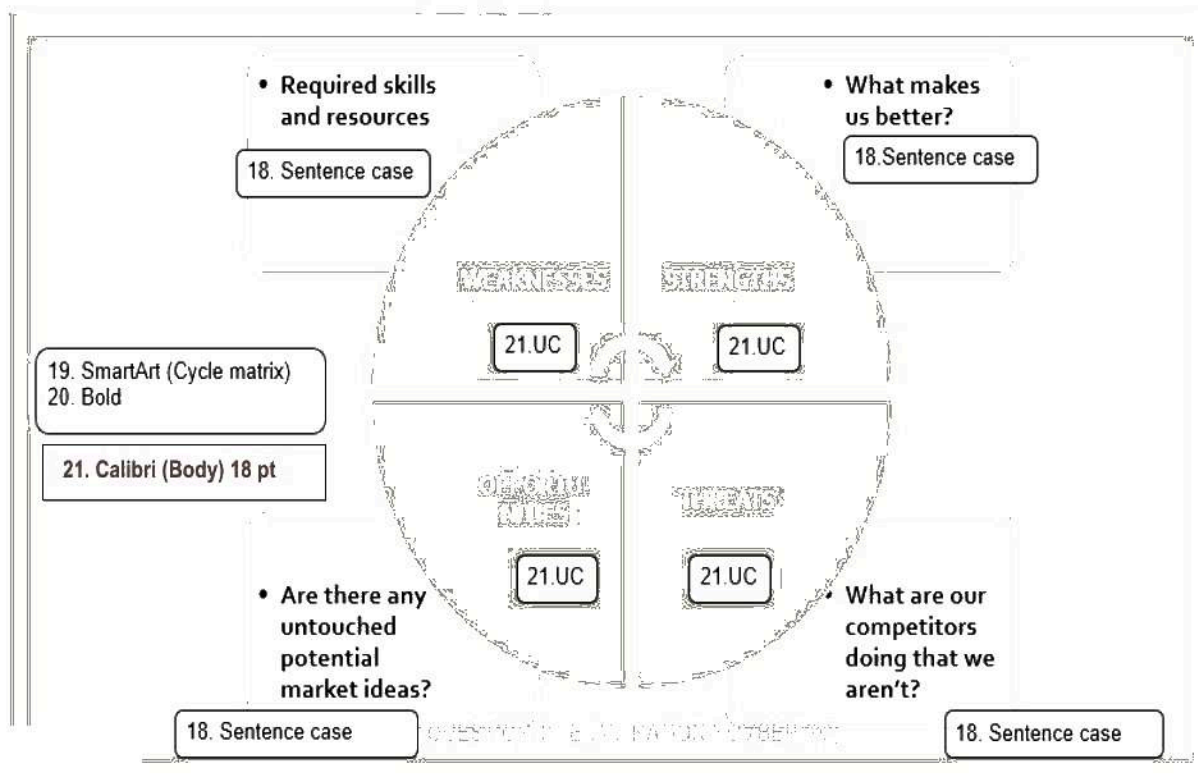
8. FRUIT & VEG picture 9. LA,
10. W – 9.5cm, H – 7cm,
11. Soft Edge Rectangle style.

12. Font: Bookman Old Style, 36 pt,
13. Sentence case, 14. right align,
15. Correct Symbol, 36 pt

Not a healthier lifestyle!

16. Footer inserted, Arial 16 pt

17. Blank Slide ✓



QUESTION 11 (CONTINUED)

22. Title and Content Slide ✓

IN CONCLUSION: 23. Font: Arial black 44 pt

It is important to include a portion of each in daily meals to benefit from a healthy balanced diet and enjoy a better quality of life.

24. Font: Kristen ITC, 40 pt
25. Centre

"EAT WELL, LIVE BETTER"

CUSTOMER'S ONLY CAPTION UNDER FOOT

26. Print as handouts two slides ✓

ACC ✓✓✓✓✓

A	M	T
6	24	30

[30]

TOTAL SECTION B: 160
GRAND TOTAL: 200