**INTRODUCTION TO COMPUTER PRACTICE**

**N4**

**SAMPLE EXAMINATION – PAPER A**

**TIME: 3 hours**

**MARKS: 200 marks**

**This question paper consists of 22 pages**

|  |  |
| --- | --- |
| **INSTRUCTIONS AND INFORMATION** | |
| 1. | You will receive this Examination Question Paper and an Answer Sheet in electronic format.  Note that the printed version of the question paper differs from the electronic version as it contains elements for editing and formatting as well as information and/or instructions application to the question paper.  This examination consists of TWO sections namely: SECTION A and SECTION B. |
| 2. | Answer ALL the questions electronically using THIS question paper, the data and the necessary software supplied to you. |
| 3. | You will not be allowed to leave the examination venue before the end of the examination period. |
| 4. | A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator. |
| 5. | Save your work at regular intervals. |
| 6. | Read through each question before answering or solving the problem.  Do NOT do more than is required by the question. |
| 7. | During the examination you may use the help functions of the programs that you are using. You may NOT use any other resource material. |
| 8. | If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow. |
| 9. | When answering all questions involving **word processing**, you should:   * check/set the language to English (South Africa) * ensure the paper size is A4 Portrait, unless stated otherwise * use centimetres as the unit of measurement. |
| 10. | Formulas and/or functions must be used for all calculations in questions involving **spreadsheets** unless otherwise specified. (Do not calculate and then type in the answers manually.) |
| 11. | Read ALL questions carefully. |

|  |  |
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| 12. | The examination folder/data disk that you receive with this question paper will contain the folders and files listed below. Ensure that you have all the files before you begin with this examination. |
|  | * **ShowTime Folder** * **Logo Image file** * **Map Image file** * **Q11Checklist Word processing file** * **QW12Advert Word processing file** * **Q13 Steps Word processing file** * **Q14ActPlay Spreadsheet file** * **Q15Calculator Spreadsheet file** |

|  |
| --- |
| STUDENT NUMBER:  DATE:  PC: |

**SECTION A**

Answer ALL questions in this section using the electronic version of this question paper, which will also represent your ANSWER SHEET.

**QUESTION 1**

Apply the following changes and settings to this document.

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | Change the file name of this document (*Intro\_to\_N4.docx*) by adding your student number to the end, e.g. *Intro\_N4\_CP\_12345678.docx*. |  | (1) |
|  |  |  |  |
| 1.2 | Insert your student number, today's date and your workstation/PC details in the space provided in the top section of this page. |  | (3) |
|  |  |  |  |
| 1.3 | Change the background colour of the table from Question 1.2 to a light green. |  | (2) |
|  |  |  |  |
| *Remember to save your work.* | |  |  |
|  |  |  |  |
|  | **Total for Question 1:** |  | **[6]** |

**QUESTION 2**

Indicate whether the following statements are **true** or **false** by underlining and highlighting the correct option each time for each statement using Gray-50% highlighting.

*Example:*

This document was created in MS Word.

True

False

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.1 | ICT is related to computer and telephone networks. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 2.2 | An RFID scanner can be used instead of a barcode scanner in a POS system. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 2.3 | A SOHO computer user prioritises mobility as a feature of computing. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 2.4 | A program can be described as a list of instructions in computer code that tells a computer what tasks to perform. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 2.5 | Transforming raw data into information is called information processing. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 2.6 | A WAN is a network of more than 2 computers that are normally contained within one building. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 2.7 | A home page is the first web page shown when a website is opened. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 2.8 | A VPN is a type of network that provides a private connection to a network over the internet. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| ***Formatting marks***  Mark allocated for correctly shading the selected options  Mark allocated for underlining the same selected option | | |  | (1)  (1) |
|  |  | |  |  |
| *Remember to save your work.* | | |  |  |
|  |  | |  |  |
|  | **Total for Question 2:** | |  | **[10]** |

**QUESTION 3**

Various options are given as possible answers to the following questions. Answer your question by changing the font of the **correct** option to **red and bold**.

*Example*:

Which ONE of the following options will the OS use to determine which program to use to open a file?

1. File name
2. File size
3. File path
4. **File extension**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.1 | ICT impacts society in the following fields: | |  |  |
|  |  |  |  |  |
|  | A | Education |  |  |
|  | B | E-commerce |  |  |
|  | C | Finances |  |  |
|  | D | All of the above are impacted by ICT. |  | (1) |
|  |  |  |  |  |
| 3.2 | Which ONE of the following users needs the best possible hardware for the situation? | |  |  |
|  |  |  |  |  |
|  | A | Power user |  |  |
|  | B | Mobile user |  |  |
|  | C | SOHO user |  |  |
|  | D | Enterprise user |  | (1) |
|  |  |  |  |  |
| 3.3 | Which ONE of the following is both an input and output device? | |  |  |
|  |  |  |  |  |
|  | A | Mouse |  |  |
|  | B | Speaker |  |  |
|  | C | Touch screen |  |  |
|  | D | Flash drive |  | (1) |
|  |  |  |  |  |
| 3.4 | Which ONE of the following ports is normally used to connect a monitor to a computer? | |  |  |
|  |  |  |  |  |
|  | A | VGA |  |  |
|  | B | USB |  |  |
|  | C | None of the above |  |  |
|  | D | Both A and B. |  | (1) |
|  |  |  |  |  |
| 3.5 | Which ONE of the following is NOT part of the information processing cycle? | |  |  |
|  |  |  |  |  |
|  | A | Processing |  |  |
|  | B | Storage |  |  |
|  | C | Input |  |  |
|  | D | All of the above are part of the information processing cycle. |  | (1) |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.6 | Which ONE of the following would not normally be used when setting up a network? | |  |  |
|  |  |  |  |  |
|  | A | Switch |  |  |
|  | B | NIC |  |  |
|  | C | UTP |  |  |
|  | D | All of the above can be used when setting up a network. |  | (1) |
|  |  |  |  |  |
| 3.7 | Which ONE of the following is an example of a wireless connection? | |  |  |
|  |  |  |  |  |
|  | A | 5G |  |  |
|  | B | Wi-Fi |  |  |
|  | C | ADSL |  |  |
|  | D | All of the above are examples of wireless internet connections. |  | (1) |
|  |  |  |  |  |
| 3.8 | Which ONE of the following is NOT an example of a web browser? | |  |  |
|  |  |  |  |  |
|  | A | Windows Explorer |  |  |
|  | B | Google Chrome |  |  |
|  | C | Microsoft Edge |  |  |
|  | D | All of the above are examples of web browsers. |  | (1) |
|  |  |  |  |  |
| 3.9 | A cybercrime involving tricking a user to give away personal details is called… | |  |  |
|  |  |  |  |  |
|  | A | phishing. |  |  |
|  | B | malware. |  |  |
|  | C | cyberstalking. |  |  |
|  | D | identity theft. |  | (1) |
|  |  |  |  |  |
| 3.10 | A keylogger is an example of… | |  |  |
|  |  |  |  |  |
|  | A | spyware. |  |  |
|  | B | software piracy. |  |  |
|  | C | ransomware. |  |  |
|  | D | None of the above. |  | (1) |
|  |  |  |  |  |
|  |  |  |  |  |
| ***Formatting marks***  Mark allocated for applying bold, red font colour to the selected option | | |  | (1) |
|  | | |  |  |
| *Remember to save your work.* | | |  |  |
|  |  |  |  |  |
|  |  | **Total for Question 3:** |  | **[11]** |

**QUESTION 4**

Name and classify each of the following devices as either an input, output, processing or storage device. Type the name of the device followed by a space and an 🡺 for input, a 🞐 for processing or storage or an 🡸 for output below the device image.

*Example:*



Mouse 🡺

|  |  |  |  |
| --- | --- | --- | --- |
| 4.1 |  |  | (2) |
|  |  |  |  |
| 4.2 |  |  | (2) |
|  |  |  |  |
| 4.3 |  |  | (2) |
|  |  |  |  |
| 4.4 |  |  | (2) |
| ***Formatting marks***  Mark allocated for adding answers directly below image  Mark for correctly inserting the applicable character next to the name | |  | (1)  (1) |
|  |  |  |  |
| *Remember to save your work.* | |  |  |
|  |  |  |  |
|  | **Total for Question 4:** |  | **[10]** |

**QUESTION 5**

Choose a term/concept from COLUMN B that matches a description in COLUMN A. Type in only the letter (A – R) next to the question numbers (5.1 to 5.10) in the ANSWER column, e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| **COLUMN A** | | **ANSWER** | **COLUMN B** |
| 5.11 | A type of file associated with audio recordings | **S** | A. UPS  B. USB  C. *etc.* |
| 5.12 | *etc.* | **---** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COLUMN A** | | **ANSWER** | **COLUMN B** | | |
| 5.1 | Computing device larger than a smartphone with similar functions and hardware |  | A. MS Windows  B. OS  C. Google Drive  D. laptop  E. F12  F. booting  G. WinZip  H. router  I. .ac  J. tablet  K. modem  L. starting  M. Facebook  N. MS Office  O. Safari  P. F1  Q. .org  R. apps | | |
| 5.2 | Term used to describe software installed on mobile devices such as smartphones |  |
| 5.3 | Example of application software |  |
| 5.4 | Example of cloud storage |  |
| 5.5 | Social networking platform |  |
| 5.6 | Process used to describe a computer being started |  |
| 5.7 | Key normally used to access help |  |
| 5.8 | Device used to connect a computer to the internet |  |
| 5.9 | Code indicating an academic institution’s website address |  |
| 5.10 | Web browser used on Apple devices |  |
|  |  |  |  | | |
| *Remember to save your work.* | |  |  | | |
|  |  |  |  | | |
|  | **Total for Question 5:** | | |  | **[10]** |

**QUESTION 6**

Study the following image and identify each device marked 6.1 to 6.4.

Write down the name of the device as well as indicating whether it is an input or output device in the table below the image.



6.1

6.2

6.4

6.3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of device | Input or output device | |  |
| 6.1 |  |  | | (2) |
| 6.2 |  |  | | (2) |
| 6.3 |  |  | | (2) |
| 6.4 |  |  | | (2) |
|  |  | |  |  |
| *Remember to save your work.* | | |  |  |
|  |  | |  |  |
|  | **Total for Question 6:** | |  | **[8]** |

**QUESTION 7**

Move the following logos to the block with the correct name.





Add the type of program to the last column, e.g. Spreadsheet. Centre the text added in the column both horizontally and vertically.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7.1 | Microsoft Edge | **Place**  **logo**  **here** |  | | (2) |
| 7.2 | Skype | **Place**  **logo**  **here** |  | | (2) |
| 7.3 | Microsoft Outlook | **Place**  **logo**  **here** |  | | (2) |
| 7.4 | Microsoft PowerPoint | **Place**  **logo**  **here** |  | | (2) |
|  |  | | |  |  |
|  |  | | |  |  |
| ***Formatting marks***  Pictures MOVED to column 2  Text in column 3 centred horizontally and vertically | | | |  | (1)  (1) |
|  |  | | |  |  |
| *Remember to save your work.* | | | |  |  |
|  |  | | |  |  |
|  | **Total for Question 7:** | | |  | **[10]** |

**QUESTION 8**

Answer the following questions by typing the answer to each in the open row below each question.

* Use Century Gothic, size 11 font for your answers.
* Use a standard bullet list to present your answers where a list is required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8.1 | What is the difference between a LAN and a WLAN? | |  | (2) |
|  |  | |  |  |
| 8.2 | List THREE disadvantages of installing a network. | |  | (2) |
|  |  | |  |  |
| 8.3 | What would the sleep mode of Windows be used for? | |  | (1) |
|  |  | |  |  |
| 8.4 | What input device would normally be used on a laptop instead of a mouse? | |  | (1) |
|  |  | |  |  |
| 8.5 | Answer the following questions regarding the term GUI. | |  |  |
|  |  | |  |  |
|  | 8.5.1 | What does GUI stand for? |  | (1) |
|  |  |  |  |  |
|  | 8.5.2 | Explain what a GUI is used for. |  | (2) |
|  |  |  |  |  |
|  | 8.5.3 | Name TWO advantages of using a GUI. |  | (2) |
|  |  |  |  |  |
|  | 8.5.4 | What is used to represent programs on the desktop of a GUI? |  | (1) |
|  |  |  |  |  |
| 8.6 | Answer the following questions regarding the screenshot below:    ③  ②  ① | |  | (3) |
|  |  | |  |  |
|  | 8.6.1 | What function is accessed through the icon marked as 1? |  | (1) |
|  |  |  |  |  |
|  | 8.6.2 | What would happen when the user clicks on 2? |  | (1) |
|  |  |  |  |  |
|  | 8.6.3 | What is the section at the bottom of the screen, marked as 3, called? |  | (1) |
|  |  |  |  |  |
| 8.7 | Write down an example of a file extension for a file that contains the following information: | |  |  |
|  |  | |  |  |
|  | 8.7.1 | Audio and video |  | (1) |
|  |  |  |  |  |
|  | 8.7.2 | Picture |  | (1) |
|  |  |  |  |  |
|  | 8.7.3 | Text only with no formatting |  | (1) |
|  |  |  |  |  |
| 8.8 | Name TWO examples of the correct body posture when using a computer. | |  | (2) |
|  |  | |  |  |
| 8.9 | Name TWO ways in which you can evaluate the quality and correctness of research retrieved from the internet. | |  | (2) |
|  |  | |  |  |
| 8.10 | Explain what layered authentication is. | |  | (2) |
|  |  | |  |  |
| 8.11 | Name TWO examples of search criteria that can be used in a web browser. | |  | (2) |
|  |  | |  |  |
| 8.12 | What is IoT? | |  | (2) |
|  |  | |  |  |
| 8.13 | Name TWO examples of cybercrime committed via the internet. | |  | (2) |
|  |  | |  |  |
| ***Formatting marks***  Font correctly changed for each answer  Bulleted list applied where applicable | | |  | (1)  (1) |
|  |  | |  |  |
| *Remember to save your work.* | | |  |  |
|  |  | |  |  |
|  | **Total for Question 8:** | |  | **[35]** |

|  |  |
| --- | --- |
| **TOTAL SECTION A** | **[100]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION B**  Answer all the questions of this section using the electronic version of the question paper that will also represent your answer sheet. | |  |  |
| **QUESTION 9: PRACTICAL** | |  |  |
| 9.1 | Publish from page 3 to the last page before Section B in the PDF version and save the file as **Intro N4\_ CP\_STUDENT NO** in your exam folder. (Use your own student number or name.) |  | (3) |
|  | **Total for Question 9:** |  | **[3]** |
|  |  |  |  |
| **QUESTION 10: FILE AND FOLDER MANAGEMENT** | |  |  |
| ***SCENARIO***  *The Social Events Committee is organising a concert to raise funds for their end-of-year party. You are required to assist them with their file and folder management system. Their current folder structure is shown below.* | |  |  |
|  |  |  |  |
|  |  |  |  |
| 10.1 | Rename the **Springs** presentation document to **Auditions**. |  | (1) |
| 10.2 | Save the document **Success Stories**, found in the **Advertising** folder, as a plain text file with the same name. |  | (1) |
| 10.3 | Move all spreadsheetfiles to the **Admin** folder. |  | (2) |
| 10.4 | Publish the **Talent Show** presentation to the latest version of Microsoft PowerPoint. |  | (1) |
| 10.5 | Create a new subfolder called **Promotions** in the **Advertising** folder. |  | (1) |
| 10.6 | Prepare the **Competitions** subfolder for emailing. |  | (1) |
| 10.7 | Locate the subfolder named **Handouts**.   * Sort all the PDF files according to size in ascending order. * Display the list of files in the following order: File name, Size and Type. * Create and paste a screenshot of the sorted PDF files in the space provided below. |  | (4) |
|  | *Save and close the Question 10 files and folders.* |  |  |
|  | **Total for Question 10:** |  | **[11]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION 11: WORD PROCESSING** | |  |  |
| ***SCENARIO***  *One of the members of the Social Events Committee typed up a draft checklist for the Talent Show. The chairperson reviewed the document and suggested some changes as shown below.* | |  |  |
|  |  |  |  |
|  | |  |  |
| 11.1 | You are required to retrieve the file **Q11Checklist** and apply the formatting and editing instructions to the document. |  | (9) |
| 11.2 | Save your work in Word format and then publish it to a PDF. |  | (1) |
|  | **Total for Question 11:** |  | **[10]** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION 12: WORD PROCESSING**  You are required to edit and format an electronic advert that will be posted on the college's Facebook page.  Open the **Q12Advert** document and do the following: | | | |
| 12.1 | Change the page orientation to Landscape. |  | (1) |
| 12.2 | Remove the background colour of the page. |  | (1) |
| 12.3 | Find the red circle (round shape) and do the following:   * Fill the shape with the picture **Logo,** found in your examination folder. * Change the size of the shape to 4.5 cm high and 4.5 cm wide. |  | (3) |
| 12.4 | Format the date to appear as **26th** and not as **26th.** |  | (1) |
| 12.5 | Correct the spelling of 'Pesco' to 'Pasco'. |  | (1) |
| 12.5 | Link the text 'Pasco Hall' to the image file **Map**, found in your examination folder.  Set a hyperlink screen tip to read as: 'Click here for directions.' |  | (3) |
| 12.6 | Apply a drop cap to the letter **D** of the word **Dinner**. |  | (1) |
| 12.7 | Add a comment on the word **served!** to read as **18:00**. |  | (2) |
| 12.8 | Insert a text box after the SmartArt graphic.   * Move the contact information to appear in the text box. * Fill the text box with a yellow colour. * Add a long dash outline border to the text box. |  | (4) |
|  | **Total for Question 12:** |  | **[17]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION 13: WORD PROCESSING** | |  |  |
| ***SCENARIO***  *You are required to create a poster for the Talent Show Auditions to appear as shown below.* | |  |  |
|  |  |  |  |
|  | You are required to use/insert the following:   * background image from the **ShowTime** folder * WordArt * a text box   You must document the steps you took to produce this poster in the file called **Q13 Steps**.  Include steps for each of the items listed above under their own respective headings.  Include at least at least two (partial) screenshots and one shape to demonstrate your steps.  Save your poster as **Q13Poste**r. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Mark allocation***   * **Background image** in the **ShowTime** folder   + At least two steps **✓✓**   + At least two screenshots (partial) **✓✓**   + At least one image **✓** * **WordArt**   + At least two steps **✓✓**   + At least two screenshots (partial) **✓✓**   + At least one WordArt **✓** * **Text box**   + At least two steps **✓✓**   + At least two screenshots (partial) **✓✓**   Final poster created. **✓** | |  | (2)  (2)  (1)  (2)  (2)  (1)  (2)  (2)  (1) |
| *Remember to save your work.* | | |  |  |
|  | **Total for Question 13:** | |  | **[15]** |
|  |  | |  |  |
| **QUESTION 14: SPREADSHEETS** | | |  |  |
| ***SCENARIO***  The various activities that students will take part in at the Talent Show are captured in a spreadsheet.  **NOTE:**   * Use formulas and/or functions for ALL calculations in the spreadsheet. * All formulas and/or functions should be inserted in such a manner that the correct results will still be obtained even if the existing data changes.   Open the **Q14ActPay** spreadsheet and do the following: | | |  |  |
|  |  | |  |  |
| 14.1 | Change the width of **Column A** to 20 or 187 pixels. | |  | (1) |
| 14.2 | Insert a heading in cell **A1** as follows:   * Use a Cooper Black font, size 18 pt, and enter the heading: Payments. * Add a horizontal down, dark green, gradient fill effect to the **cell A1**. | |  | (5) |
| 14.3 | Wrap the contents of cells **A2:J2** AND apply both horizontal and vertical centering to these cells. | |  | (3) |
| 14.4 | Align the text in **cells D2:F2** to 45 degrees (45°) to appear as follows: | |  | (1) |
| 14.5 | Correct the cell value of cell **B19** as follows:   * Change the formatting of cell **B19** so that the number will start with a zero '0'. * Correct the cellphone number in cell **B19,** so that it matches the other cellphone numbers in column **B**. | |  | (3) |
| 14.6 | In cell **G4**, use a function to determine how many acts the student in row 4 will perform. | |  | (2) |
| 14.7 | Format cells **H3:J20** to currency (South African Rand). | |  | (1) |
| 14.8 | Each student will have to pay a fee of R50 for every act (activity) they perform. In **cell H5** use a formula to calculate the total act fee the student in **row 5** will have to pay, based on the number of acts found in **Column G**. | |  | (2) |
| 14.9 | The rector decided that a learner can receive a 15% discount on their total act fees if he or she performs three acts.  Insert a formula in **cell I6** to calculate the amount of discount the learner in row 6 will receive. | |  | (2) |
| 14.10 | Use functions in each of the following cells to determine the following: | |  |  |
|  | 14.10.1 | In **cell E22:**  The most frequent **number of acts** (**column G**) by all students. |  | (2) |
|  | 14.10.2 | In **cell E23:**  The number of students taking part in **beatboxing** (**columns D:F**). |  | (3) |
|  | 14.10.3 | In **cell E24:**  The number of students who did NOT pay the **entrance fee** (**column C**). |  | (2) |
|  | 14.10.4 | In **cell E25:**  The total amount due (**column J**). |  | (2) |
| 14.11 | Apply the Calculation cell style to the values in the **range J3:J20**. | |  | (1) |
|  | **Total for Question 14:** | |  | **[30]** |
|  |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION 15: SPREADSHEETS** | |  |  |
| ***SCENARIO***  The Social Events Committee will sell cans of cooldrink to the students to raise funds for the end-of year party.   * They buy one crate of 24 cooldrinks for R168.00. * They sell each can of cooldrink for R10.00. | |  |  |
|  |  |  |  |
| 15.1 | Retrieve **Q15Calculator** and complete the spreadsheet to resemble the one shown on the next page.  One of the members will enter the cost of a crate of cooldrinks, the number of cans in a crate and the selling price of each can.  The spreadsheet should calculate the:   * cost of one can of cooldrink * gross profit/loss of one can of cooldrink * mark-up percentage (on one can of cooldrink) * gross profit (on one can of cooldrink) * income, if all cans of cooldrink are sold.   Format the cells as shown in the sample. The cells where the members will enter values must be white and all other cells should be shaded in a grey colour.  The image **cans.png** is used to create the heading row.  Insert your student number/name in the centre section of the header.  Some formulas that you may need to complete the spreadsheet are:   * Gross profit/loss = Selling price − Cost price * Mark-up percentage = (Selling price/Cost price)/Cost price * Gross profit percentage = (Selling price/Cost price)/Selling price   NOTE:  Some formulas may be partially inserted in the spreadsheet you are given. You will be required to completed them.  **Heading: Blue shading, white text**  **Image** |  |  |
|  | **Grey shading**  **Labels**  **Red text for 'Enter …'**  **White cell with thick border**  **Insert formulas in rows 7, 11, 13, 15, & 17** |  |  |
| Two sample sheets, for your reference only. (You are NOT required to recreate these 🡫.) | |  |  |
|  | |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Mark allocation***  1 mark for creating a header  2 marks for inserting and positioning the image  1 mark for the thick outside border  1 mark for the number of cans “field” cell formatted  1 mark for the labels (descriptions) with info  Formulas for the cell to correctly calculate and display cost,  GP on one can, MU%, GP% and income  Ensure that decimal values display correctly  2 marks for the design and presentation of the spreadsheet |  | (1)  (2)  (1)  (1)  (5)  (2)  (2) |
| **Total for Question 15:** | |  | **[14]** |

|  |  |
| --- | --- |
| **TOTAL SECTION B** | **[100]** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **GRAND TOTAL = 200 marks** |  |  |

**200**

**INTRODUCTION TO COMPUTER PRACTICE N4 – SAMPLE QP**

**INFORMATION SHEET** *(to be completed by the student AFTER the 3-hour session*)

STUDENT NUMBER

WORK STATION NUMBER

|  |  |  |
| --- | --- | --- |
| SUITE USED  (Mark appropriate  box with a cross (**X**) | Microsoft Office 2019 | Microsoft Office 2016 |

*Student to enter the file name(s) used for each answer. Tick if saved and done.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question Number** | **File name** | **Saved**  **(***✓***)** | **Done (***✓***)** | **Maximum Mark** | **Mark Achieved** | **Marker Initial/**  **Code** |
| 1 |  |  |  | **6** |  |  |
| 2 |  |  |  | **10** |  |  |
| 3 |  |  |  | **11** |  |  |
| 4 |  |  |  | **10** |  |  |
| 5 |  |  |  | **10** |  |  |
| 6 |  |  |  | **8** |  |  |
| 7 |  |  |  | **10** |  |  |
| 8 |  |  |  | **35** |  |  |
| 9 |  |  |  | **3** |  |  |
| 10 |  |  |  | **11** |  |  |
| 11 |  |  |  | **10** |  |  |
| 12 |  |  |  | **17** |  |  |
| 13 |  |  |  | **15** |  |  |
| 14 |  |  |  | **30** |  |  |
| 15 |  |  |  | **14** |  |  |
| **TOTAL** | | | | **200** |  |  |

Comment (*for office/marker use only)*