**COMPUTER PRACTICE**

**N6**

**SAMPLE EXAMINATION – PAPER A**

**TIME: 3 hours**

**MARKS: 200 marks**

**This question paper consists of 19 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 applicable 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. (NOTE: No printing is required.) |
| 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. |

|  |  |
| --- | --- |
| 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. |
|  | * **7Animals Image file** * **7Asia Image file** * **7EndangeredGuide Word processing file** * **8Amphibians Spreadsheet file** * **8Hang Image file** * **8Status Spreadsheet file** * **9Cheetahs Image file** * **9Notebook OneNote Package** * **9TechProtection Acrobat Adobe file** * **10Birds Spreadsheet file** * **10Clip Word processing file** * **10Form Word processing file** |

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| --- |
| ***Complete this part by filling in your details at the 8 cm tab position***.  STUDENT NUMBER:  DATE:  PC: |

**SECTION A: THEORY QUESTIONS**

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

**QUESTION 1**

Indicate whether the following statements are true or false by underlining and highlighting the correct option each time for each statement using yellow highlighting.

*Example:* This document was created in MS Word.

True

False

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1 | Laptops are examples of dedicated computers. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 1.2 | VoIP calls are much cheaper to make than normal cell calls. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 1.3 | The GIGO principle has no impact on entering data into a computer system. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 1.4 | Instagram is an example of a social network platform. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 1.5 | Hoaxes are unwanted electronic junk mail or junk newsgroup postings. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| 1.6 | Ransomware encrypts the data on a user’s computer or network. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.7 | A worm presents itself as a helpful or harmless file or program. | |  |  |
|  |  | True |  |  |
|  |  | False |  | (1) |
|  |  | |  |  |
| *Remember to save your work.* | | |  |  |
|  | | |  |  |
|  | **Total for Question 1:** | |  | **[7]** |

**QUESTION 2**

**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.1 | Which of the following would normally have a touch screen? | |  |  |
|  |  |  |  |  |
|  | A | Tablet |  |  |
|  | B | Smartphone |  |  |
|  | C | Tablet |  |  |
|  | D | Both A and B |  | (1) |
|  |  |  |  |  |
| 2.2 | Which ONE of the following is NOT an example of a social networking platform? | |  |  |
|  |  |  |  |  |
|  | A | WhatsApp |  |  |
|  | B | Facebook |  |  |
|  | C | Pinterest |  |  |
|  | D | All of the above are social networking platforms |  | (1) |
|  |  |  |  |  |
| 2.3 | Which ONE of the following would most likely indicate the website of a college in South Africa? | |  |  |
|  |  |  |  |  |
|  | A | .coll.sa |  |  |
|  | B | .co.za |  |  |
|  | C | .ac.za |  |  |
|  | D | .com |  | (1) |
|  |  |  |  |  |
| 2.4 | … is an example of a microblogging social platform. | |  |  |
|  |  |  |  |  |
|  | A | Twitter |  |  |
|  | B | Facebook |  |  |
|  | C | Instagram |  |  |
|  | D | WhatsApp |  | (1) |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.5 | … is an example of a service where people can watch the movies they want, when they want. | |  |  |
|  |  |  |  |  |
|  | A | VOD |  |  |
|  | B | IPTV |  |  |
|  | C | Add-on |  |  |
|  | D | Google Drive |  | (1) |
|  |  |  |  |  |
| 2.6 | … is a system where users can chat to each other in real time using text. | |  |  |
|  |  |  |  |  |
|  | A | Mailing list |  |  |
|  | B | Newsgroup |  |  |
|  | C | Chat room |  |  |
|  | D | None of the above |  | (1) |
|  |  |  |  |  |
| 2.7 | Which of the following is not a threat to ICT? | |  |  |
|  |  |  |  |  |
|  | A | Natural threat |  |  |
|  | B | Unintentional threat |  |  |
|  | C | Intentional threat |  |  |
|  | D | All of the above are valid options |  | (1) |
|  |  |  |  |  |
| 2.8 | A type of malware that distributes itself over networks without the need for any human intervention. | |  |  |
|  |  |  |  |  |
|  | A | Trojan |  |  |
|  | B | Worm |  |  |
|  | C | Spam |  |  |
|  | D | Virus |  | (1) |
|  |  |  |  |  |
| 2.9 | Aims to shut down a server or service by flooding it with so many requests that it cannot cope, and this results in the server or service crashing. | |  |  |
|  |  |  |  |  |
|  | A | Pharming |  |  |
|  | B | Spoofing |  |  |
|  | C | DDoS |  |  |
|  | D | None of the above |  | (1) |
|  |  |  |  |  |
| 2.10 | Which ONE of the following is software that prevents unauthorised access to or from the network? | |  |  |
|  |  |  |  |  |
|  | A | Antivirus |  |  |
|  | B | Firewall |  |  |
|  | C | DDoS |  |  |
|  | D | None of the above |  | (1) |
|  |  |  |  |  |
| *Remember to save your work.* | | |  |  |
|  |  |  |  |  |
|  |  | **Total for Question 2:** |  | **[10]** |

**QUESTION 3**

**Complete the following table by supplying the type of storage device, as well as a computing device that you would normally use it in.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Image** | **Type** | **Computing device** |  |  |
| 3.1 |  |  |  |  | (2) |
| 3.2 |  |  |  |  | (2) |
| 3.3 |  |  |  |  | (2) |
| 3.4 |  |  |  |  | (2) |
|  |  | | |  |  |
| *Remember to save your work.* | | | |  |  |
|  |  | | |  |  |
|  | **Total for Question 3:** | | |  | **[8]** |

**QUESTION 4**

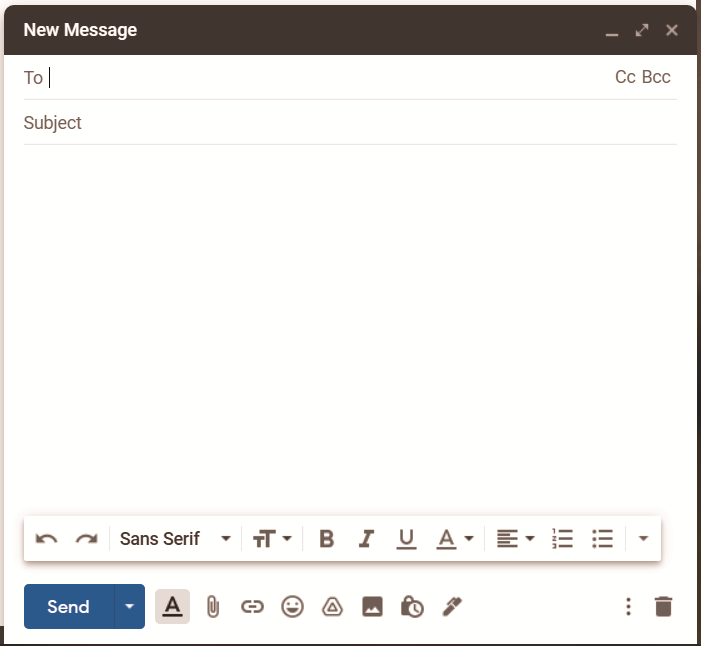
**Choose a term/concept from COLUMN B that matches a description in COLUMN A. Type only the letters (A to R) next to the question numbers (4.1 to 4.10) in the ANSWER column.** *Example:*

|  |  |  |  |
| --- | --- | --- | --- |
| **COLUMN A** | | **ANSWER** | **COLUMN B** |
| 4.11 | A type of file associated with audio recordings. | **S** | A. UPS  B. USB  C. *etc.* |
| 4.12 | *etc.* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COLUMN A** | | **ANSWER** | **COLUMN B** | | |
| 4.1 | Example of an electronic storage device |  | A. RSS  B. Switch  C. Server  D. RIA  E. HTML  F. RSS  G. HDD  H. NIC  I. CPU  J. Wiki  K. Flash drive  L. RAM  M. FTP  N. Google  O. HTTP  P. Workstation  Q. SEO | | |
| 4.2 | Physical connection between a computer and a network cable |  |
| 4.3 | Computers that provide resources on a network |  |
| 4.4 | A system that gathers updates in a central location |  |
| 4.5 | Protocol for sending files via a network |  |
| 4.6 | A protocol that determines how websites are transferred via the internet to your computer |  |
| 4.7 | A service designed to automatically deliver regularly updated web content to subscribers |  |
| 4.8 | Web-browser based applications that can run without installing any additional software on the computer |  |
| 4.9 | Website authors place specific keywords in the description of a website for search engines |  |
| 4.10 | Example of a search engine |  |
|  |  |  |  | | |
| *Remember to save your work.* | |  |  | | |
|  |  |  |  | | |
|  | **Total for Question 4:** | | |  | **[10]** |

**QUESTION 5**

**Study the following screenshot showing an e-mail window. Give a short description of each part of the window next to the appropriate number in the table below.**



5.5

5.3

5.1

5.4

5.2

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | |  |
| 5.1 |  | | (2) |
| 5.2 |  | | (2) |
| 5.3 |  | | (2) |
| 5.4 |  | | (2) |
| 5.5 |  | | (2) |
|  |  |  |  |
| *Remember to save your work.* | |  |  |
|  |  |  |  |
|  | **Total for Question 5:** |  | **[10]** |

**QUESTION 6**

**Answer the following questions. Type each answer in the open row below each question. Use a standard bullet list to present your answers where a list is required.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.1 | Cloud storage is a major new way of storing data in our modern times. | |  |  |
|  |  |  |  |  |
|  | 6.1.1 | What is cloud storage? |  | (2) |
|  |  |  |  |  |
|  | 6.1.2 | Name ONE example of a cloud storage service. |  | (1) |
|  |  |  |  |  |
|  | 6.1.3 | Name TWO advantages of using cloud storage instead of an external hard drive. |  | (2) |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.2 | Name TWO examples of netiquette that users should keep in mind when sending e-mails. | |  | (2) |
|  |  | |  |  |
| 6.3 | Briefly describe the difference between an intranet and an extranet. | |  | (2) |
|  |  | |  |  |
| 6.4 | Name THREE ways in which hardware theft can be prevented. | |  | (3) |
|  |  | |  |  |
| 6.5 | Explain what each of the following is used for. | |  |  |
|  |  |  |  |  |
|  | 6.6.1 | Surge protector |  | (1) |
|  |  |  |  |  |
|  | 6.6.2 | UPS |  | (1) |
|  |  |  |  |  |
| 6.6 | Name any THREE examples of items that could be included in an AUP. | |  | (3) |
|  |  | |  |  |
| 6.7 | Give THREE examples of how human errors can be minimised when entering data. | |  | (3) |
|  |  | |  |  |
| 6.8 | What is a software bug? | |  | (1) |
|  |  |  |  |  |
| 6.9 | List THREE ways in which ICT can support users with disabilities. | |  | (3) |
|  |  |  |  |  |
| 6.10 | Explain what each of the following is and how it can be an advantage. | |  |  |
|  |  |  |  |  |
|  | 6.10.1 | Speech recognition |  | (2) |
|  |  |  |  |  |
|  | 6.10.2 | Screen reader |  | (2) |
|  |  |  |  |  |
| 6.11 | Name THREE advantages of using an on-screen keyboard instead of a physical keyboard. | |  | (3) |
|  |  | |  |  |
| 6.12 | Explain what ‘sticky keys’ are and how they can help a user. | |  | (2) |
|  |  | |  |  |
| 6.13 | Explain what a back door attack is and how it can possibly be prevented. | |  | (2) |
|  |  | |  |  |
| *Remember to save your work.* | | |  |  |
|  | **Total for Question 6:** | |  | **[35]** |

|  |  |
| --- | --- |
| **TOTAL FOR SECTION A = 80 marks** |  |

|  |  |  |
| --- | --- | --- |
| **SECTION B: PRACTICAL QUESTIONS**   1. Answer all the questions of this section using the data files supplied. 2. Unzip the Data Disk to your Desktop and rename the folder as **StudentNo\_CPN6PRAC**. **You MUST use your own student number in the name of the folder**. 3. Continue working in the folder you created in instruction 2 above, and save all your practical work in this folder. |  |  |
| ***SCENARIO***  *Endangered animals are at risk of becoming extinct. Poaching, pollution, poisoning and other forms of destructive human behaviour have a huge impact leading to extinction and hundreds of species becoming endangered.* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUESTION 7: WORD PROCESSING**  Open the ***7EndangeredGuide*** word processingdocument, and carry out the formatting and editing instructions that follow. | | | |
| 7.1 | Insert the image ***7Animals*** on the cover page in the space provided. |  | (1) |
| 7.2 | Locate the highlighted text after the quote on page 2. Insert an appropriate citation AND display ONLY the page number 49 in the citation. |  | (2) |
| 7.3 | Move the text starting with ‘Answer … lynx!’ into any callout shape. Ensure that the border of the callout shape is the same as the riddle shape. |  | (3) |
| 7.4 | Update the SmartArt on page 2 in order to appear as shown in the example below.  Note: Use the ***7Asia.jpg*** image in your folder. |  | (4) |
| 7.5 | Locate the text ‘Leopards’ on page 4. Insert a cross-reference to the figure of the leopard. Display the caption text only. |  | (3) |
| 7.6 | Locate the image of the tiger on page 6. Insert the following caption, which should appear below the image: ‘Figure 4: Sumatran Tiger’ |  | (2) |
| 7.7 | Locate the text box on page 17. Apply the following changes:   * Display the text box as a 3-D Parallel Style 1 shape. * Insert a hyperlink on the text box that will go to the bookmark ‘Quote’. |  | (4) |
| 7.8 | Insert the following source in the document:  Type: Book  Author: B. Hoare & T. Jackson  Title: Endangered Animals  Year: 2010 |  | (4) |
| 7.9 | Insert an automatic APA style bibliography on the last page of the document. |  | (2) |
| Save and close the ***7EndangeredGuide*** document. | |  |  |
| **Total for Question 7:** | |  | **[25]** |

|  |  |  |
| --- | --- | --- |
| **QUESTION 8: SPREADSHEETS**  You have gathered some data about endangered and some already extinct species. You started processing some of this data but did not finish. Once you have completed the processing of this data, you will upload it onto your website.  Open the ***8Status*** file. | | |
| Work in the **Population** worksheet. | | |
| 8.1 | Change the height of row 1 and 2 to 35. | (1) |
| 8.2 | Insert the picture ***8Hang*** into the left corner of the top two rows. The picture must not be taller than the two rows. | (1) |
| 8.3 | Merge the **cells B1:D2**. Use any WordArt style and include the text ‘Animals: Hang in there!’. The text must fit in the merged cells **B1:D2**. | (2) |
| 8.4 | Centre the headings in **row 3** vertically and horizontally, AND angle the headings clockwise. | (3) |
| 8.5 | Insert a function in **cell A4** to create a code for the African Elephant as follows:  the first three characters of the scientific name, an underscore ( \_ ) and the first two characters of ‘Type’. All the characters should be in lower case.  *Example*: lox\_el | (7) |
| 8.6 | Insert an appropriate Lookup function in **cell B19** to determine the type of the Grauer’s Gorilla. The information is stored in the table in the **Lookup** worksheet. | (6) |
| 8.7 | Apply conditional formatting to **column E** as follows:   * Use the 3 symbols circle indicators icon set. * Display the green icon for all species that have a status of ‘Near Threatened Species’. * Display the amber icon for all species that have a status of ‘Endangered Species’ or ‘Vulnerable Species’. | (5) |
| 8.8 | Insert a formula in **cell F16** to determine the status of the polar bear. Use the following criteria:   * A species without a population is ‘Extinct’. * A species with a population of 1 000 or below is a ‘Critically Endangered Species’. * A species with a population of 5 000 or below is an ‘Endangered Species’. * A species with a population of 50 000 or below is a ‘Vulnerable Species’. * A species with a population more than that is a ‘Near Threatened Species’. | (9) |
| Save and close the ***8Status*** spreadsheet. | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Open the ***8Amphibians*** spreadsheet and do the following: | | | |
| 8.9 | Use the information in the **Summary** worksheet to create a graph similar to the one below: | | (7) |
| 8.10 | Use the **Amphibians** worksheet to create a pivot table in a new sheet, displaying the total number of species per row for each family. | | (4) |
| Save and close the***8Amphibians*** spreadsheet. | |  |  |
| **Total for Question 8:** | |  | **[45]** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUESTION 9: NOTEBOOKS**  You are required to assist in a project on endangered species.  Study the completed **Minutes**page in the **Endangered Species** section of a notebook below, and use it to guide you in answering the questions that follow. | | | | |
| Open the ***9Notebook*** file and carry out the instructions below. | | |  |  |
| 9.1 | Rearrange the sections to display as shown above. | |  | (1) |
| 9.2 | Work in the **Endangered Species** section. | |  |  |
|  | 9.2.1 | Change the date on the **Minutes**page to display today’s date. |  | (1) |
|  | 9.2.2 | Insert the following TWO additional subpages to the **Endangered Species** section:   * *Agenda* * *Notice*   Arrange the subpages to appear in the following order:   * *Notice* * *Agenda* * *Minutes* |  | (2) |
|  | 9.2.3 | Modify the table to resemble the one as shown above.  Use **Styles** to format the header row. |  | (3) |
| 9.3 | Add the ‘Source for Article’ tag and the ‘To Do’ tag in the appropriate places as shown in the ‘Discussion’ column above. | |  | (2) |
| 9.4 | Locate the files named ***9TechToSaveES*** and ***9Cheetahs*** ANDattach these two resources as shown in the table above. Ignore dates in the ‘Resource’ column. | |  | (3) |
| 9.5 | Work in the **Pictures** section. | |  |  |
|  | 9.5.1 | Add a page named **Cheetahs**, and insert the image of the cheetahs, found in the file ***9Cheetahs***. |  | (2) |
|  | 9.5.2 | Use the handwriting mode and insert the last 3 digits of your examination number or the last 3 letters of your name anywhere on the **Pictures** page. |  | (1) |
| Export the notebook as a OneNote Package, and close OneNote. | | |  |  |
| **Total for Question 9:** | | |  | **[15]** |

|  |  |  |
| --- | --- | --- |
| **QUESTION 10: INTEGRATION** |  |  |
| ***SCENARIO***  *The birdwatching club that you belong to plans to run a competition to raise money to protect the endangered species. Each competitor will pay an entry fee and will then have to complete a form and a spreadsheet to win some of the exciting prizes up for grabs.* | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Open the document ***10Form***. | |  |  |
| 10.1 | Insert a field in the ‘Family’ row, similar to the previous fields, and display the text ‘Enter the family name here’. |  | (2) |
| 10.2 | Locate the comment made in the document. Follow the instruction in the comment AND delete the comment. |  | (2) |
| 10.3 | Ensure that the ‘Extinct’ category can be chosen if necessary. |  | (1) |
| 10.4 | Locate the text ‘Screen clip’ at the bottom of the page, and insert a *screen clipping* of the **image** found in the ***10Clip*** file. |  | (3) |
| 10.5 | Restrict the form so that it can be completed. Do **NOT** add a password to the form. |  | (1) |
| Save and close the ***10Form*** document. | |  |  |
| Open the ***10Birds*** spreadsheet.  Use the **BirdFamilies** worksheet and your spreadsheet skills to find answers to the following questions.  Type the answers in the **Answers** worksheet. | |  |  |
| 10.6 | What is the ‘genus’ where the English name is ‘Acadian Flycatcher’? |  | (2) |
| 10.7 | What is the English name for the bird whose scientific name is ‘Myrmeciza palliata’? |  | (3) |
| 10.8 | How many birds have the number 7 in their *UniqueID*. |  | (3) |
| 10.9 | How many different ‘Species’ are there? |  | (3) |
| 10.10 | Which is the most common ‘Order’? |  | (3) |
| 10.11 | How many different types of ‘hawks’ appear? |  | (3) |
| 10.12 | How many birds are recorded as having an Order name, Family name and an English name all beginning with the letter A? |  | (3) |

|  |  |  |  |
| --- | --- | --- | --- |
| 10.13 | How many birds are recorded having the letter ‘a’ but not the letter ‘e’ in their scientific name? |  | (3) |
| 10.14 | What is the English Name of the bird with the longest scientific name, i.e. most characters in the name? |  | (3) |
| Save and close the ***10Birds*** spreadsheet. | |  |  |
| **Total for Question 10:** | |  | **[35]** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TOTAL FOR SECTION B = 120 marks** |  |  |
|  |  |  |  |
|  | **GRAND TOTAL = 200 marks** |  |  |

**COMPUTER PRACTICE N6**

**200**

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

|  |  |
| --- | --- |
| STUDENT NUMBER |  |
| WORKSTATION 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 |  |  |  | **7** |  |  |
| 2 |  |  |  | **10** |  |  |
| 3 |  |  |  | **8** |  |  |
| 4 |  |  |  | **10** |  |  |
| 5 |  |  |  | **10** |  |  |
| 6 |  |  |  | **35** |  |  |
| 7 |  |  |  | **25** |  |  |
| 8 |  |  |  | **45** |  |  |
| 9 |  |  |  | **15** |  |  |
| 10 |  |  |  | **35** |  |  |
| **TOTAL** | | | | **200** |  |  |

Comment (*for office/marker use only)*

|  |
| --- |
|  |
|  |
|  |
|  |