MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL) NQF LEVEL 4

SUPPLEMENTARY EXAMINATION 2010

OFFICE DATA PROCESSING

This marking guideline consists of 12 pages.
QUESTION 1

1.1 Marks must be allocated as set out below.

1.1.1 Opened the Spreadsheet programme and create the worksheet below. Deduct 1 mark to a maximum of 6 marks for accuracy. (20)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>YUM YUM DELICATESSEN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SALES FOR OCTOBER 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>ITEMS</td>
<td>COST</td>
<td>SELLING</td>
<td>TOTAL</td>
<td>PROFIT</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>PRICE</td>
<td>PRICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Swiss Rolls</td>
<td>10.20</td>
<td>18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Pies</td>
<td>5.50</td>
<td>9.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bread Rolls</td>
<td>0.95</td>
<td>2.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cream Cakes</td>
<td>10.20</td>
<td>23.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Fruit Loaves</td>
<td>7.00</td>
<td>12.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.1.2 All headings in bold print. (2)

1.1.3 Applied 2 decimals to all figures. (2)

1.1.4 Widened column A so that the details in the spreadsheet table are visible. (2)

1.1.5 Inserted Examination Number and Question number in the left side of the header of the spreadsheet as follows: Examination Number Question 1A (2)

1.1.6 Printed one copy of the worksheet. (see next page for printout) (2)

1.2 Marks are allocated as set out below.

1.2.1 Opened the Spreadsheets called: Salary and Question 1 A from the candidate flash diskette/memory stick/network drive. (2)

1.2.2 Copied the worksheet 1, to the Salary spreadsheet. (4)

1.2.3 Renamed this worksheet: Sales (2)

1.2.4 Made print screen of the spreadsheet showing the renamed worksheet Sales. Inserted details below in the left hand side of the header in the Word Document: Examination Number Question 1B (2)
1.2.5 Printed the Question 1B document showing the print screen of the spreadsheet.

✓✓ 1.2.4 – print screen & header in Word doc

✓✓ 1.2.1 – opened s/sheets

✓✓✓ 1.2.2 – copied w/sheet

✓✓✓ 1.2.3 – renamed w/sheet

✓ 1.2.5 – printout

![Spreadsheet Print Screen]

<table>
<thead>
<tr>
<th>Items</th>
<th>Cost Price</th>
<th>Selling Price</th>
<th>Profit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swiss Rolls</td>
<td>R 10.30</td>
<td>R 18.00</td>
<td>R 7.70</td>
</tr>
<tr>
<td>Pie</td>
<td>R 5.50</td>
<td>R 9.00</td>
<td>R 3.50</td>
</tr>
<tr>
<td>Bread Rolls</td>
<td>R 0.95</td>
<td>R 2.90</td>
<td>R 1.95</td>
</tr>
<tr>
<td>Cream Cake</td>
<td>R 10.20</td>
<td>R 23.95</td>
<td>R 13.75</td>
</tr>
<tr>
<td>Fruit Loaves</td>
<td>R 7.00</td>
<td>R 12.50</td>
<td>R 5.50</td>
</tr>
<tr>
<td>Fresh Loaves</td>
<td>R 4.35</td>
<td>R 9.98</td>
<td>R 5.64</td>
</tr>
<tr>
<td>Pizza's</td>
<td>R 7.95</td>
<td>R 11.20</td>
<td>R 3.25</td>
</tr>
<tr>
<td>TOTAL</td>
<td>R 46.15</td>
<td>R 87.54</td>
<td>R 41.39</td>
</tr>
</tbody>
</table>
1.3 Marks allocated as set out below:

1.3.1 Inserted two blank rows after row 11.  
1.3.2 Inserted the following data into the blank rows:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Fresh Loaves</td>
<td>4.35</td>
<td>9.99</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Pizza’s</td>
<td>7.95</td>
<td>11.20</td>
<td></td>
</tr>
</tbody>
</table>

1.3.3 Deleted the Total Column (column D).
1.3.4 Applied Currency in Rands and cents to Columns B and C.
1.3.5 Calculated the Profit in cell D7).
1.3.6 Used the Autofill handle to copy the formulae from D7:D13.
1.3.7 Used the Autosum function to calculate the Totals of the Cost Price Selling Price and Profit Columns in cells B14:D14.
1.3.8 Applied the Autoformat Accounting 3 to the range A5:D14.
1.3.9 Showed all formulae on the Sales worksheet.
1.3.10 Widened row 1 to a height of 96.00.
1.3.11 **Copied** the image from the file: *Confectionery and pasted* it into row 1 above the heading Yum Yum Delicatessen.
1.3.12 Changed the Question number to **Question 1C**.
1.3.13 **Printed** one copy of the **Sales** worksheet.

1.4 Marks are allocated as set out below.

1.4.1 Calculated the **Tax** amount in cell C5 by applying absolute cell reference to cell C4.  
1.4.2 Used the Autofill handle and copied the formulae from C5:C16.  
1.4.3 Calculated the Average Netto Salary in cell F17.  
1.4.4 Calculated the highest Netto Salary in cell F18.  
1.4.5 Calculated the lowest Netto Salary in cell F19.  
1.4.6 Used a function to Count the number of Employees in cell F20.
1.4.7 Created a Column graph/chart showing the Gross and Nett Salary of all the Employees in the Employees Salary worksheet. (6)

1.4.8 Inserted the Chart Title: EMPLOYEES SALARY (2)

1.4.9 Inserted the following Titles in the X and Y axis:
   X axis: EMPLOYEES
   Y axis: RANDS (4)

1.4.10 The chart is positioned as an object in the Employees Salary worksheet. (2)

1.4.11 Formatted the chart area so that the entire font in the chart is changed to Comic Sans. (2)

1.4.12 Moved and resized the chart to appear in the cell range A22:H44. (4)

1.4.13 Inserted the following in the left side of the Header of the Employees Salary worksheet: Examination Number Question 1D (2)

1.4.14 Printed 1 copy of the Employees Salary worksheet. (2)

QUESTION 2

2.1 Marks are allocated as set out below.

2.1.1 Opened the Database called: Choc. (1)

2.1.2 Created a new Table and name it: Question 2A and Examination number.

2.1.3 Used the field names and formatting as in printout of structure of the database. (see next page) (12)
2.1.4 Set the Code Number field as the primary key. Print screen in Word document.

2.1.5 Printed the structure of the Database table.

2.1.6 Entered the records in the new database Table (see attached sheet for Question 2B)

2.1.7 Renamed the table by changing it to Question 2B and Examination number.

2.1.8 Reset the column width to display all data. Changed the page setup to Landscape.

2.1.9 Printed the table.

QUESTION 3

3.1 Marks are allocated as set out below.

3.1.1 Delete the record, Hazelnut Supreme. This line of chocolate is discontinued.

3.1.2 Created a Report using the Question 2B table and the following fields:
- Chocolate type, Box name, Code number, and Selling price;
Saved it as Question 3A and your Examination Number
3.1.3 Used the **Chocolate type** field to arrange the Report alphabetically. (2)

3.1.4 Modified the Report and inserted the image called **Chocolate** in the right hand side of the Report header. (4)

3.1.5 **Printed** 1 copy of the Report. (1)

3.2 Marks are allocated as set out below. Created a query, using the **Question 2B table**. (10)

3.2.1 The Query is based on the Question 2B Table in the **CHOC** database. (2)

3.2.2 Used: **Box name** and **Selling Price** fields in the Query. (2)

3.2.3 Used correct criteria to select all the records with a selling price of more than R16; and ran the query. (4)

3.2.4 Saved the query with the file name: **Question 3B** and **Examination number**. (1)

3.2.5 **Printed** the Query. (1)

**QUESTION 4**
[120]

Marks are allocated as set out below.

4.1 Opened the **PowerPoint** application and the PowerPoint file called: **Facilitation**. (2)

4.2 In Slide 1 added the following Title: **WHAT IS FACILITATION?** (2)

4.3 In Slide 2, **moved** the image from the bottom right side of the slide to the top right hand corner below the word ‘Process’ in the Title of the slide. (2)

4.4 Opened the Slide Master and used **WordArt** to insert the following text in the footer of ALL slides:

   **If you fail to plan, you plan to fail!** (4)

4.5 Resized the Word Art to **fit** into the **footer area** in the Slide Master. (2)

☑️4.6 – Printscreen & Header
4.6 Made a copy of the screen showing the Slide Master dialog box, with the **WordArt text** placed in the footer area. **Pasted** the print screen image into a MS Word document. Typed the following in the left hand side of the header, and **printed** the document.

Examination Number:
Question 4A

![Slide Master dialog box](image)

4.7 In slide 3, 'Brainstorming', inserted the image called: **Group Ideas**.

4.8 Used the Find and Replace function to find the word: **studying** and replace it with the word: **learning** throughout the presentation.

4.9 Conducted a spell check to correct all the errors in the Presentation.

4.10 Rearranged the slides so that slide 6 'Facilitation Process', would become slide 2.

4.11 In slide 2, applied the **Custom Animation 'Fly in' Entrance** to each of the shapes, one at a time: From the Bottom; At Medium speed.
4.12 Made a copy of the screen showing the Custom Animation selected for each shape, in the right hand pane. **Pasted** the print screen image into the document. Typed the following in the left hand side of the header, and printed the document. 

Examination Number:
Question 4B

4.13 Deleted the blank Slide 7.

4.14 In Slide 6, applied 0.4 line spaces after each of the bulleted paragraphs.

4.15 In Slide 7, Inserted the bulleted list below on the left hand side of the slide:
- Providing direction and showing correlation between elements
- An example is shown in this slide.

4.16 In Slide 7, on the right hand side, inserted the Radial diagram as in printout.
- Adjusted the diagram to contain the correct number of shapes
- Inserted the text within the shapes
- Applied the Autoformat function: **Square Shadows** diagram style to the diagram.

4.17 **Numbered** all the slides.

4.18 Added the slide transition **Dissolve**, at slow speed, to all slides in the presentation.
4.19 Made a print screen image showing the **Dissolve** slide transition selected. **Pasted** the print screen image into the document. Typed the following in the left side of the header and **printed** the document.

Examination Number

Question 4C

4.20 **Printed** the presentation as handouts with 3 slides per page (attached).

**QUESTION 5**

Marks are allocated as set out below.

5.1 Opened a new presentation. Selected the Title slide as your first slide. (1)

5.2 Inserted the following text on Slide 1:
   - **Title:** *Time Management*
   - **Subtitle:** *'Procrastination is the thief of time'* (4)

5.3 On Slide 1 added the following **Speaker notes:** Procrastination means: putting off for tomorrow what you can do today! (2)
5.4 Made a copy of the screen showing the Speaker notes created. Pasted the print screen image into the MS Word document. Typed the following in the header:

Examination Number:
Question 5A
Printed the MS Word document.

5.5 Inserted a Title, Text & Clip Art slide for slide 2.

5.6 In slide 2, inserted the Title: Importance of Time Management.

5.7 In slide 2, inserted the following bulleted text:
• Increased productivity;
• Crisis professionally managed;
• More spare time on hand;
• More control of your work;
• Accuracy will increase;
• Lower stress levels.

5.8 In slide 2, inserted the image called: Managing time, in the space provided for the clipart/image.
5.9 **Imported** slide 2 and 3 from the presentation called: *Influences of Time Management*; to become slide 3 and slide 4.

5.10 Inserted a Title, Media Clip & Text slide, for slide 5.

5.11 In slide 5, inserted the Title: PREPARE, PREPARE, PREPARE!

5.12 In slide 5, inserted the following bulleted text:
   - Take time to plan your every step.
   - Prepare a rough draft of the project.
   - Do the final preparation.
   - Present the project.

5.13 In slide 5, inserted the Movie clip called: **Timing**

5.14 Moved slide 4 to the end of the presentation to become slide 5.

5.15 **Printed** the slides, 6 slides per page.