

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTER PRACTICE N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. This question paper consists of FOUR sections:

SECTION A: Theory (30 marks)
SECTION B: Word Processing (70 marks)
SECTION C: Spreadsheet (70 marks)
SECTION D: Database (30 marks)

SECTION A QUESTION 1 and QUESTION 2 must be answered on the attached ANSWER SHEET and placed in the EXAMINATION FOLDER. Approximately 30 minutes should be spent on this section.

SECTION B must be done with the aid of a word processing program and approximately 1 hour should be spent on this section.

SECTION C must be done with the aid of a spreadsheet program and approximately 1 hour should be spent on this section.

SECTION D must be done with the aid of a database program and approximately 30 minutes should be spent on this section.

2. The time allocated for the question paper is 3 hours. Answers must be printed during the three hours allowed for keying in.
3. Save your work on the computer at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally – NO extra time will be allowed for loss of work.
4. In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.
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Mevhanotechnics N5 November 2011 Memorandum

Michael Rajnik



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