higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSSING
NQF LEVEL 4

(3061024)

12 November 2024 (X-paper)
09:00–12:00

The question paper must be handed to candidates 30 minutes before the start of the examination session.

A student folder with files loaded on a memory stick/flash disk/network drive for the candidates' use is also provided.

This question paper consists of 20 pages.

089Q1N2412

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
OFFICE DATA PROCESSING
NQF LEVEL 4
TIME: 3 HOURS
ADDITIONAL ½ HOUR FOR PRINTING ONLY
MARKS: 300

INSTRUCTIONS AND INFORMATION

1. Students must be given 30 minutes to read these instructions before commencing with the actual examination.

2. Read all the questions carefully and answer all the questions.

3. Number the answers according to the numbering system used in this question paper.

4. All questions must be done on the computer with the aid of the Microsoft Office Suite. All PRINTOUTS must be correctly numbered and both the EXAMINATION NUMBER and the QUESTION NUMBER must be printed on each PRINTOUT as instructed. The PRINTOUTS must be placed in the correct sequence in the folder provided.

5. Scripts with handwritten EXAMINATION NUMBERS will not be accepted or marked. Scripts with different watermarks for the same candidate will be considered to be an irregularity.

6. The following fonts will be accepted: Arial, Courier New, or Times New Roman, 12 pt. However, ONE type of font must be used throughout the answering of the entire question paper, except where instructed to change the font.

7. Candidates are to retrieve and use the various files loaded on their memory stick/flash disk/network drive (whichever one is used) to effect various commands as per instruction for the applicable questions.

8. The time allocated for the question paper is THREE hours. An additional THIRTY minutes may be allowed to a candidate for the printing of answers where a central printer is used in a venue. Printing may also be done during the three hours allocated to the processing of answers to prevent a queue of printing at the end of the examination.

9. During the additional printing time, candidates may only execute printing commands. No further keying in or editing may be done. It is recommended that additional invigilators who are knowledgeable about computers invigilate during the additional THIRTY minutes printing time to provide extra assistance and control.

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10. Each answer should be printed on a separate sheet of A4 paper and on ONE side of the paper only. Invigilators will instruct candidates and control printouts, which must be placed in the EXAMINATION FOLDERS immediately after printing.

11. Printouts to be marked must be arranged in the same order as that of the questions in the question paper (only ONE printout per question or subsection of a question may be handed in). At the end of the examination all printouts on which errors occurred and which should not be marked together with the question paper must be handed to the invigilator. No printouts whatsoever may be removed from the EXAMINATION ROOM or put into waste-paper bins.

12. All work should be saved at regular intervals to prevent loss of work in the event of a power failure. No additional time may be allowed for such lost work. It is the candidates' responsibility to protect their answers through regular saving to prevent loss of work.

13. At the end of the examination session, each candidate must hand in the printouts as well as the memory sticks/flash disk (or other storage device which may be used) with the saved answers (properly marked with the candidate's EXAMINATION NUMBER on the cover). If a network is used, the network manager must make a backup copy of all the candidates' work under supervision of the invigilator. (These memory sticks/flash disks and/or backup copies, for example CDs, must be handed to the examination section of that campus for safekeeping for ONE year in case enquiries should be made by the examiner/moderator/ superintendents of education and/or Umalusi).

14. The hard drive of the computer, i.e. drive C, including My Documents, may not be used for the saving of documents in the event of other groups using the same venue during more than one sitting. If the same venue is being used for different groups, then the hard drives of the computers must be checked and cleared before the next group commences with the examination session.

15. No candidate may print his/her work for another candidate or make his/her memory stick/flash disk available to another candidate or access other candidates' work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and regulations and will be viewed in an extremely serious light.

16. Candidates are reminded to save work regularly, to prevent loss of work.

17. Candidates are encouraged to use the spell check function on each completed question before printing. Marks are deducted for work that is not accurately typed.

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18. Print screen images must be large enough to enable markers to read it and allocate marks.

19. **HOW TO USE THE PRINT SCREEN FUNCTION**

Follow these following instructions to print a screen image or dialog box when a print screen is requested during the answering of a question:

- Press the *Print Screen* button found on the top row of the keyboard on the right-hand side of the F12 function key.
- Minimize that screen, open the ANSWER SHEET required for the answers.
- Place the cursor at the position where the answer must be inserted.
- Press CTRL+V on the keyboard; OR click the Paste icon on the standard toolbar.
- The Snipping Tool may also be used.

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QUESTIONS		ALLOCATED TIME	MARKS
QUESTION 1	Timed accuracy test	10 minutes	20
QUESTION 2	Agenda	18 minutes	40
QUESTION 3	Database	36 minutes	60
QUESTION 4	Presentations	36 minutes	60
QUESTION 5	Spreadsheets	36 minutes	60
QUESTION 6	Communication	12 minutes	30
QUESTION 7	Audio Typing	12 minutes	30
TOTAL		3 hours	**300**

SCENARIO

You are the personal assistant to the Chairman of the Ryder World Cup Europe Committee who deals with the organisation of the Ryder World Cup. You have to complete the following administrative tasks:

- Typing of ALL meeting documents
- Making use of appropriate software to type the recorded documents
- Keeping records using a database program and spreadsheets
- Edit the presentations that the company uses
- Manage the chairperson's emails

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QUESTION 1: TIMED ACCURACY TEST **Time: 10 minutes**

SPECIFIC INSTRUCTIONS REGARDING THE TIMED ACCURACY TEST

- The candidate must be allowed to read through the TIMED ACCURACY TEST at least FIVE minutes before the commencement of the examination.
- ALL candidates will perform the TIMED ACCURACY TEST (QUESTION 1) together at the instruction of the invigilator.
- The TIMED ACCURACY TEST must be performed at the beginning of the examination ONCE ONLY.
- At the end of the 10 minutes allowed for the TIMED ACCURACY TEST, the invigilator will collect all tests and will initial after the last keyed-in word on each page. The invigilator will retain the tests until the examination has been completed and will, in the presence of the candidates, place these tests into each candidate's EXAMINATION FOLDER.
- If a candidate arrives late (i.e. after the first 10 minutes) he/she will NOT be able to do QUESTION 1. The candidates must be informed to start from QUESTION 2 onwards after all candidates have handed in QUESTION 1. No PRINTOUT for QUESTION 1 will be accepted for this candidate.

DO NOT TURN THE PAGE.
WAIT FOR THE INVIGILATOR'S INSTRUCTION TO DO SO.

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QUESTION 1: TIMED ACCURACY TEST **Time: 10 minutes**

Your touch-typing skills will be tested in this question. Read and apply all instructions given. The accuracy test must be keyed in ONCE only.

MARGINS:	**Left** **Right**	1”/2.54cm 1”/2.54cm	**FONT:**	Arial 12pt
PAPER:		A4 portrait	**JUSTIFICATION:**	Left
LINE SPACING:		1.5 or 2 (double)	**HYPHENATION:**	Off

INSTRUCTIONS

1. Key in your EXAMINATION NUMBER and QUESTION NUMBER as a header against the left margin as follows:

   EXAMINATION NUMBER
   QUESTION 1

2. The minimum speed requirement is 40 words per minute. You will need to achieve the required speed with a maximum of 11 errors to pass the timed accuracy test.

3. The time allowed for this test is 10 minutes, which means candidates MUST start and stop on the instruction of the invigilator

4. Save the document as QUESTION 1.

The Ryder Cup is a biennial men's golf competition between teams from Europe and the United States. The competition is contested every two years with the venue alternating between courses in the United States and Europe. The Ryder Cup is named after the English businessman Samuel Ryder who donated the trophy. The event is jointly administered by the PGA of America and Ryder Cup Europe, the latter a joint venture of the PGA European Tour, 60 percent, the PGA of Great Britain and Ireland, 20 percent, and the PGAs of Europe, 20 percent.

Originally contested between Great Britain and the United States, the first official Ryder Cup took place in the United States in 1927 at Worcester Country Club in Worcester, Massachusetts. The home team won the first five contests, but with the competition's resumption after the Second World War, repeated American dominance eventually led to a decision to extend the representation of "Great Britain and Ireland" to include continental Europe from 1979.

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The inclusion of continental European golfers was partly prompted by the success of a new generation of Spanish golfers, led by Seve Ballesteros and Antonio Garrido. In 1973 the official title of the British Team had been changed from "Great Britain" to "Great Britain and Ireland", but this was simply a change of name to reflect the fact that golfers from the Republic of Ireland had been playing in the Great Britain Ryder Cup team since 1953, while Northern Irish players had competed since 1947. In addition to players from Great Britain and Ireland, the European team has since included players from Austria, Belgium, Denmark, France, Germany, Italy, Norway, Spain and Sweden.

Since 1979, Europe has won eleven times outright and retained the Cup once in a tied match, whilst the United States won nine times over the same period. Since 1979, Europe has won four times away on foreign soil (in 1987, 1995, 2004 and 2012), whilst the United States has won twice away on foreign soil (in 1981 and 1993). From 1995 to 2014, Europe won eight out of ten Ryder Cups. The Ryder Cup, its alternate-year non-European counterpart (the Presidents Cup), and its women's equivalent (the Solheim Cup) remain exceptions within the world of professional sports because the competing professionals receive no prize money, despite the contests being high-profile events that bring in large amounts of money in television, sponsorship, ticketing and merchandise revenue.

The Ryder Cup was held in odd-numbered years until 1999, but it then moved to even years in 2002 after being cancelled in 2001 due to the 9/11 terrorist attacks. It moved back to odd years again in 2021, after the 2020 event was postponed due to the COVID-19 pandemic. The format of the Ryder Cup has changed over the years. From the inaugural event until 1959, the Ryder Cup was a two-day competition with 36-hole matches.

In 1961 the matches were changed to 18 holes each and the number of matches doubled. In 1963 the event was expanded to three days, with four-ball matches being played for the first time. This format remained until 1977, when the number of matches was reduced to 20, but, in 1979, the first year continental European players participated, the format was changed to the 28-match version in use today, with 8 foursomes/four-ball matches on the first two days and 12 singles matches on the last day.

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QUESTION 2: AGENDA FOR MEETING **Time: 18 minutes**

MARGINS:	**Left**	1"/2.54cm	**FONT:**	Courier New,12 pt
	Right	1"/2.54cm		
PAPER:		A4 portrait	**JUSTIFICATION:**	Left
LINE SPACING:		As indicated	**HYPHENATION:**	Off

1. Key in your EXAMINATION NUMBER (left aligned) and QUESTION 2 (right aligned) as a footer.
2. Key in the agenda taking all proof readers' signs into consideration.
3. Proofread and spell check before printing.
4. Save the document as QUESTION 2 and print.

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the ryder cup golf competition **uc/bold/centre/font size 16pt**

notice is hereby given of a / meeting that will **uc / /Committee**

be held at / Via di Marco hotel in / boardroom, on **/uc**

Tuesday, / November /~~2022~~, at 15:00. **/26 / /2024**

AGENDA **sp caps/bold/font size 14**

1. opening and welcome by / chairperson **/uc**
2. Attendance register 2.1 [Apologies **/NP**
3. Previous of minutes meeting **/trs**
   3.1 Amendments
   3.2 Aproval of minutes **/sp**
   3.3 ~~Matters~~ Issues arising from previous minutes **/stet**
4. New Matters
   4.1 Dates and start time for GRC **/in full - Golf Ryder Cup**
   - location for tee-off teams' format
   - competition ~~format~~ setup
   - tournament coverage

/ss/uc
/stet/use bullets of choice

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4.2 Ryder Cup - How to follow tournament / /:

4.2.2 The action will be shown live on Sky Sports Golf throughout the week

4.2.3 ~~The competition is held over three days~~

4.2.1 talkSPORT will have regular updates

ss

5.General

6.Date of next meeting

By order of the Comitee /sp

R. Bell

secretary

Display the closure correctly

Insert today's date in full

Candidate: Arrange paragraphs in correct numerical order

[40]

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QUESTION 3: DATABASES Time: 36 minutes

QUESTION 3A

Create a database to keep record of the Golf Club Types to be introduced as part of the Ryder Cup 2023 Golf Competition.

Open the answer file saved as QUESTION 3 in the STUDENT FILES folder in which all print screen images must be pasted in the spaces provided for each question and insert a header with the question number and your EXAMINATION NUMBER.

3.1 Create a database and table using appropriate data types, distinguishing between text, numbers, currency, et cetera.

3.1.1 Use the database program to create the database GOLFCUP. (1)

3.1.2 Create the table below and use the file name GOLFSET and your EXAMINATION NUMBER: (1)

FIELD NAME	DATA TYPE	FIELD SIZE/FORMAT
GOLF CLUB CODE	Text/short text	8
GOLF CLUB TYPE	Text/short text	15
GOLF SET QUANTITY	Number	Long integer
PRICE GOLF SETS	Currency	2 decimals
DATE GOLF SET ORDERED	Date	Medium date
GOLF SET DELIVERED	Yes/No	Default

(6)

3.1.2 Do NOT select a primary key. (1)

3.1.3 Save the table and print the structure of the database. (1)

3.1.4 Enter the following records in the database:

GOLF CLUB CODE	GOLF CLUB TYPE	GOLF SET QUANTITY	PRICE GOLF SETS	DATE GOLF SET ORDERED	GOLF SET DELIVERED
DRI48	Driver	10	R4999.00	15-Jun-23	Yes
FAI49	Fairways	9	R5499.00	23-Jul 23	No
HYB50	Hybrid	8	R3499.00	10-Aug-23	Yes
IRO51	Irons	7	R5999.00	14-Aug-23	Yes
WED52	52 degree wedge	6	R2799.00	15-Jun-23	Yes
WED56	56 degree wedge	5	R3100.00	23-May-23	No
WED60	60 degree wedge	4	R4299.00	12-Jun-23	No
PUT58	Putter	3	R4999.00	15-Jun-23	Yes

(10)

3.1.5 Save and print the table in landscape orientation ensuring that all the data is displayed on ONE page. (2)

3.1.6 Paste a copy of the database table structure with data and change the table name to GOLFCLUB and your EXAMINATION NUMBER. (2)

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3.1.7 Make a print screen image of the *Paste Table As* dialog box and paste in the space provided in QUESTION 3. (1)

3.1.8 Edit the GOLFCLUB table by deleting the GOLF SET DELIVERED field. (1)

3.1.9 Change the code FAI49 to FAIR47. (1)

3.1.10 Change the Golf Club Type of FAIR47 to Speed 9. (1)

3.1.11 Sort the GOLFCLUB table in descending order according to the DATE GOLFSET ORDERED. (2)

3.1.12 Save and print the table in landscape orientation, ensuring that all the data is displayed on one page. (2)

QUESTION 3B

3.2 In this question you are required to create and edit a QUERY.

3.2.1 Use the GOLFCLUB table to create a query using the following fields: GOLF CLUB CODE, GOLF CLUB TYPE, GOLF SET QUANTITY, PRICE OF GOLFSET and DATE GOLF SET ORDERED. (6)

3.2.2 Use the default settings to create the query and save as CLUBS and your EXAMINATION NUMBER. (1)

3.2.3 Add a criterion to filter only the Golf Club Type that was priced at R4999.00 and ordered on 15 June 2023. (4)

3.2.4 Save and print the query in landscape orientation. (1)

QUESTION 3C

3.3 In this question you are required to create and edit a REPORT.

3.3.1 Use the table GOLFCLUB to create a report with the following fields: GOLF CLUB CODE, GOLF CLUB TYPE, GOLF SET QUANTITY and DATE GOLF SET ORDERED. (5)

3.3.2 Create the report using the default settings, changing the title to GOLF CLUB TYPES and your EXAMINATION NUMBER, placed in the centre. (4)

3.3.3 Change the font type and size of the report header to Berlin Sans FB Demi, 20pt. (2)

3.3.4 Insert the image saved as PUTTER in the STUDENT FILES folder to appear left-aligned in the report footer. (4)

3.3.5 Save and print the report in portrait orientation. (1)

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QUESTION 4: PRESENTATIONS **Time: 36 minutes**

Create and edit a presentation, using a presentation application to apply basic actions and format a presentation. Save at regular intervals and print when given the instruction to print.

Open the answer file saved as QUESTION 4 in the STUDENT FILES folder in which all print screen images must be pasted in the spaces provided for each question and insert a header with the question number and your EXAMINATION NUMBER..

4.1 Open the presentation called GOLF PRESENT from the STUDENT FILES folder. (1)

4.2 Edit the presentation using the Slide Master Title Slide:

4.2.1 Select the title placeholder to edit the master title style and change the font to Britannic Bold, font size 40 pt. (2)

4.2.2 Change the font of the Master Subtitle Style to Candara 24pt. (2)

4.2.3 The slide number must appear on ALL slides on the right bottom of the slide in the red circle and remove the date. (2)

4.2.4 Insert the text below as a footer in bold and in the centre:

TWO CAPTAINS MUST FIRST PICK THEIR TEAM (5)

4.2.5 Select the title placeholder and apply the following animation:

- Entrance: Swivel
- Start: On Click
- Timing: (duration 00:75)
- Delay: 01:00 (4)

4.2.6 Keep the Animation ribbon active in the Slide Master view and create a print screen image of the Slide Master view displaying all the actions completed and paste in the space provided in QUESTION 4. (2)

4.2.7 Insert the following text below in the title placeholder of Slide 1:

THE RYDER CUP INVOLVES MATCH PLAY COMPETITIONS (3)

4.2.8 Add the text below in the subtitle placeholder of Slide 1.

Ryder Cup players are selected from two teams of twelve (2)

4.2.9 Insert the clipart image GOLFER from the STUDENT FILES folder to appear above the title placeholder and resize the image to fit above the title placeholder. (3)

4.2.10 Insert a new slide to become Slide 2 with a Content and Caption layout. (1)

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4.2.11 Insert the text below as Caption/Title for Slide 2 in bold and centred:

GOLF IS NOT A GAME OF PERFECTION (3)

4.2.12 Insert the table below in the content placeholder 1 of Slide 2.

Top 3 Winners	Winner	Score
2016	United States	17-11
2018	Europe	17.5-10.5
2021	United States	19-9

(6)

4.2.13 Insert the picture saved as GOLFSTYLE in the STUDENT FILES FOLDER in the content placeholder 2 and resize the picture to a height of 7 cm. (3)

4.2.14 Add two blank slides and insert the graphs from the spreadsheets saved as GOLF SA and GOLF USA in the STUDENT FILES folder to become Slides 3 and 4 respectively. (3)

4.2.15 Reuse the slides from the presentation saved as GOLFTICKETS in the STUDENT FILES folder to become Slides 5 and 6 and paste a print screen image with the active Reuse Slide navigation pane in the space provided in QUESTION 4. (3)

4.2.16 Insert a Title and Content slide to become Slide 7. (1)

4.2.17 Insert the SmartArt Graphic called Continuous Picture List and add an additional shape to create the fourth shape. (2)

4.2.18 Add the text below with the corresponding picture in the STUDENT FILES folder in Slide 7 as indicated below:

First shape: Hazeltine Cup 2016
Second shape: Chris Tice Cup 2018
Third shape: Whistling Straits Cup 2020
Fourth shape: Marco Simone Cup 2023 (5)

4.2.19 Format the chart type on Slide 3 to a bar chart. (1)

4.2.20 Delete Slide 5. (1)

4.2.21 Insert your EXAMINATION NUMBER and QUESTION 4 as a header in the presentation. (1)

4.2.22 Print all slides in handout format, four slides horizontal in landscape orientation. (3)

4.3 Save and print QUESTION 4. (1)

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QUESTION 5: SPREADSHEET **Time: 36 minutes**

You have to format spreadsheets in this question, work with multiple worksheets, comments and protecting worksheets and refine sorting using filtering.

Open the answer file saved as QUESTION 5 in the STUDENT FILES folder in which all print screen images must be pasted in the spaces provided for each question and insert a header with the question number and your EXAMINATION NUMBER..

5.1 Retrieve the workbook saved as GOLF FORMAT from the STUDENT FILES folder. (1)

5.1.1 (a) Format the title heading in range A1:C1 to font Arial Narrow, font size 16. (2)

(b) Copy the heading title in A1 from the GOLF SCHEDULE worksheet and paste in the same range in the STANDINGS worksheet, keeping the source column widths. (1)

(c) Copy the range A15:E24 from the GOLF SCHEDULE worksheet and paste it in A2 in the STANDINGS worksheet. (2)

(d) Create a print screen image of the STANDINGS worksheet and paste in the space provided in QUESTION 5. (1)

5.1.2 Format the STANDINGS worksheet as indicated below:

(a) Copy the range A2:E11 and paste it in A14: E23. (2)

(b) Insert QUESTION 5.1.2 (a) and your EXAMINATION NUMBER as a footer in the centre section. (2)

(c) Print the worksheet with row and column headings and comments as displayed on the sheet on ONE portrait page. (3)

5.1.3 (a) Insert a filter in Row 14. (1)

(b) Filter the NUMBER PER TEAM EUROPE column to show the number less than 12 AND greater than 1. (3)

(c) Filter the NUMBER PER TEAM USA column to show the number entered greater than 1 OR equal to 6. (3)

(d) Create a print screen of the STANDINGS worksheet and paste it in the space provided in QUESTION 5. (1)

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5.1.4 (a) Sort the range A2:E11 in the STANDINGS worksheet according to the WINNING TEAM SCORE column to reflect the lowest to highest. (3)

(b) Add another level of sorting and sort the same range according to NUMBER PER TEAM EUROPE column from highest to the lowest. (3)

Click OK.

(c) Open the Sort Dialog box again and arrange it below or next to the sorted data range, ensuring all the information is visible and fits on one page. (3)

(d) Create a print screen image of the entire worksheet window and paste it in the space provided in QUESTION 5. (2)

5.2 Format the GOLF SCHEDULE worksheet as indicated below:

5.2.1 (a) Delete the comments in cells E6 and E19. (2)

(b) Edit the comments in E11 and E24 as shown below:

Winning team wins the Ryder Cup 2023 tournament. (3)

(c) Insert a footer in the right section as indicated below:

QUESTION 5.2.1 (2)

(d) Print the spreadsheet GOLF FORMAT showing the COMMENTS as displayed in the worksheet WITH row and column headings on one portrait page. (3)

5.2.2 (a) Activate the *Freeze Top Row* function in cell A1. (2)

(b) Display only Rows 1, 10 and 11. (1)

(c) Create a print screen image of the GOLF worksheet to show the actions performed in Question 5.2.2 and paste the image in the space provided in QUESTION 5.

Close the worksheet. (1)

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5.3 Open the TICKET PRICES spreadsheet and format the workbook as indicated below:

5.3.1 (a) Copy the chart in the TICKET CHART worksheet to the space provided in QUESTION 5. (2)

(b) Protect the TICKET CHART worksheet with the password ODP24 and confirm the password. (2)

(c) Insert a print screen of the Protect Sheet and Confirm Password dialog boxes in the space provided in QUESTION 5. (2)

5.3.2 (a) Encrypt the TICKET PRICES workbook with the password ODPL424. (2)

(b) Place a print screen image of the Encrypt Document and Confirm Password dialog boxes in the space provided in QUESTION 5. (2)

(c) Delete the worksheet RANGE. (1)

(d) Create a print screen image of the workbook to show the available worksheets in the workbook. (1)

5.4 Save and print QUESTION 5. (1)

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QUESTION 6: COMMUNICATION **Time: 14 minutes**

Display your email skills using Microsoft Outlook. The following e-mail has to be created by applying the instructions below:

6.1 Open Microsoft Outlook.

Open the answer file saved as QUESTION 6 in the STUDENT FILES folder in which all print screen images must be pasted in the spaces provided for each question and insert a header with the question number and your EXAMINATION NUMBER.

6.1.1 Create the following contact in the Address Book to receive delivery of information:

(a)	Name/s:	Jay Monahan
(b)	Company:	PGA
(c)	Job Title:	Commissioner of PGA
(d)	Business Address:	Belmont, Massachusetts, United States
(e)	Email:	Use the initial and surname of the monahan@pga.org.net
(f)	Web page:	www.pga.com
(g)	Business:	904-285-3700
(h)	Home:	904-300-1234
(i)	Fax:	904-012-3456
(j)	Mobile:	+1 32082-3077 (10)

6.1.2 Insert the image named MONAHAN in the STUDENT FILES in the image box to represent the Commissioner of the PGA. (2)

6.1.3 Create a print screen image to display the contact in the Address Book. Paste the image in the space provided in QUESTION 6 and insert your EXAMINATION NUMBER in the header. (1)

6.2 Create an e-mail message as indicated below:

6.2.1 (i) Use the information displayed below to create a signature named CHARNES which will automatically be inserted in all emails. Use a font of your choice in 11 pt.

Nathan Charnes
PGA Secretary
GOLFERS ASSOCIATION
charnes@pgagolf.net
Tel: 904-112-3344
Fax: 904 111-2233 (5)

(ii) Create a print screen image of the Signature dialog box and paste in the space provided in QUESTION 6. (1)

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6.2.2 Create the e-mail message below:

TO: tournamentofficers@pga.org.net

CC: deputychairperson@pga.org.net (2)

6.2.3 SUBJECT: Meeting: Merger between Golf Rivals (1)

6.2.4 Dear Tournament Officers

Please find attached the PROCLAMATION for distribution to your relevant divisions regarding the meeting to discuss the Merger between PGA Tour and LIV Tour that will take place at the Marco Simone Club on Wednesday, 27 September 2024 at 11:00.

Kind regards (3)

6.2.5 The PROCLAMATION file saved in the STUDENT FILES folder is too large. Zip this file and attach it to the e-mail. (2)

6.2.6 Enter 3 lines and insert the signature created in 6.2.1 to the message. (1)

6.2.7 Create a print screen image of this e-mail message and paste it in the space provided in QUESTION 6. (1)

6.2.8 Save and print QUESTION 6. (1)
[30]

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QUESTION 7: NOTICE OF A MEETING **Time: 14 minutes**

QUESTION 7 should be typed in MS Word using the Audio Typing method you are familiar with.

MARGINS:	**Left** **Right**	1”/2.54 cm 1”/2.54 cm	**FONT:**	Arial 11pt or as indicated
PAPER:		A4 portrait/ Fit to letterhead	**JUSTIFICATION:**	Left
LINE SPACING:		Single	**HYPHENATION:**	Off

INSTRUCTIONS

1. Retrieve the audio file, QUESTION 7 AUDIO from the STUDENT FILES folder.

2. Use the document named LETTERHEAD in the STUDENT FILES folder to type the notice.

3. Key in your EXAMINATION NUMBER (left aligned) and QUESTION 7 (right aligned) as a footer.

4. Save the file as QUESTION 7 and print one copy of the document.

Words given: executive chairman, scheduled, electronically, Ryder Cup, eight, 8 o'clock

[30]

GRAND TOTAL: 300

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