higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 3

(3061023)

13 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 candidate's use is also provided.

This question paper consists of 19 pages.

147Q1N2413

Copyright reserved

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
OFFICE DATA PROCESSING
NQF LEVEL 3
TIME: 3 HOURS
MARKS: 300

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.

2. Read all the questions carefully.

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

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

5. PRINTOUTS without printed EXAMINATION NUMBERS or with handwritten EXAMINATION NUMBERS will not be accepted or marked, unless signed by the invigilator to endorse the fact that it is the candidate's own work.

6. The following fonts will be accepted: Arial, Courier New, or Times New Roman, size 12 pt. However, the same font type must be used throughout the entire question paper except where instructed differently.

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

8. The time allocated for the question papers is THREE hours. An additional THIRTY minutes may be allowed for the printing of answers where a central printer is used in a venue. Printing may also be done during the THREE hours allocated for 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 30 minutes printing time to provide extra assistance and control.

10. In the event of a power failure or a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidates to continue, and the actual time lost must be added for the candidate/s once they resume working.

Copyright reserved

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

12. PRINTOUTS to be marked must be arranged in the same order as that of the questions in the examination paper (only ONE PRINTOUT per question or subsection of a question may be handed in). At the end of the examination all PRINTOUTS to be marked must be placed in the candidate's EXAMINATION FOLDER and handed to the invigilator. All PRINTOUTS containing errors and which should not be marked should also be handed to the invigilator. No PRINTOUTS whatsoever may be removed from the examination room or placed in waste-paper bins.

13. QUESTIONS 2 to 7 must be completed in the files provided in the STUDENT FILES Folder. QUESTIONS 2 to 7 must be saved after completing the questions. The answers must be printed, and the PRINTOUTS placed in the EXAMINATION FOLDER provided.

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

15. 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 college for safekeeping for ONE year in case enquiries are made by the examiner/moderator/superintendents of education and/or Umalusi).

16. The hard drive of the computer (C: drive) 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 starts with the examination session.

17. No candidate may print his/her work for another candidate, or make his/her memory stick/flash disk available to another 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.

18. Candidates are reminded to save work regularly to prevent the loss of work.

19. Candidates are encouraged to spell check each completed answer before printing. Marks will be deducted for work that has not been typed accurately.

Copyright reserved

20. **IMPORTANT HINT: HOW TO MAKE A SCREEN PRINT OF A DIALOG BOX**

Follow these instructions to copy the necessary dialog box when answering a question requiring the use of the print-screen function.

- Press the *Print Screen* button on the top row of the keyboard [on the right-hand side of the F12 function key].
- Minimise that screen, open the answer sheet required for the answer.
- 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 screen print/picture will appear in the cursor position.

21. **SPECIFIC INSTRUCTIONS REGARDING THE TIMED ACCURACY TEST: (QUESTION 1)**

- Candidates must be allowed at least THREE minutes to read through the TIMED ACCURACY TEST before the start of the examination.
- All candidates will perform the TIMED ACCURACY TEST (QUESTION 1) together at the invigilator's instruction.
- The TIMED ACCURACY TEST must be done at the beginning of the examination.
- If a student arrives late (i.e., during or after the first 10 minutes) the student will not be able to do QUESTION 1 and must be informed that he/she must start at QUESTION 2 onwards. No PRINTOUT for QUESTION 1 will be accepted for this student.
- After 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 candidates' presence, place these tests in each candidate's EXAMINATION FOLDER with the other answers.

22. The version of the MS Office Suite used for the examination must be written on the cover page of the EXAMINATION FOLDER.

23. Write neatly and legibly.

Copyright reserved

TIME	**3 hours** (keying in and processing time)
ADDITIONAL	**½ hour** (30 minutes extra for printing)
MARKS	**300**

DATA PROCESSING		ALLOCATED TIME	MARKS
QUESTION 1	Timed accuracy test	**10 minutes**	**20**
QUESTION 2	Information and communication using Internet Explorer	**10 minutes**	**25**
QUESTION 3	Basic concepts of computer management	**15 minutes**	**20**
QUESTION 4	Word processing: Mail merge	**25 minutes**	**50**
QUESTION 5	Word processing: Processing functions	**40 minutes**	**60**
QUESTION 6	Spreadsheets	**40 minutes**	**65**
QUESTION 7	Presentations	**40 minutes**	**60**
TOTAL		**3 hours** (Plus 30 minutes extra for printing)	**300**

BACKGROUND INFORMATION

The following background information is for reading purposes only and must not be keyed in as part of the examination.

NSFAS is a bursary scheme funded by the Department of Higher Education and Training for those who do not have the financial means to fund their studies and cannot access bank funding, study loans or bursaries.
The goal of NSFAS is to ensure that all South African citizens are able to afford higher education.

https://www.nsfas.org.za
https://www.nsfas.org.za/content/bursary-scheme.htm
https://nsfasonlineapplications.co.za/nsfas-student-portal/

Copyright reserved

QUESTION 1

TIMED ACCURACY TEST

DOCUMENT:	TIMED ACCURACY TEST	**FONT TYPE:**	Courier New
		FONT SIZE:	Size 12
LINE SPACING:	1.5 or double line spacing	**MARGINS:**	Left: 1”/2.54 cm Right: 1”/2.54 cm
PAPER:	A4 portrait		
		ALIGNMENT:	Left
TIME ALLOCATED:	10 minutes	**HYPHENATION:**	Off
MARKS:	20 marks		

INSTRUCTIONS

1.1 As a header, key in your EXAMINATION NUMBER and the QUESTION NUMBER against the left-hand margin as follows:

EXAMINATION NUMBER
QUESTION 1

1.2 The minimum speed requirement is 30 words per minute.

1.3 This is a TIMED ACCURACY TEST for 10 minutes, which means candidates will start and stop on the invigilator’s instruction.

1.4 Save the document as QUESTION 1 in the STUDENT FILES FOLDER.

1.5 Make a PRINTOUT of QUESTION 1 and hand the PRINTOUT to the invigilator.

Copyright reserved

QUESTION 1: TIMED ACCURACY TEST

NSFAS is a bursary scheme that is funded by the Department of Higher Education and Training for people who lack finance and cannot afford study loans or bursaries.

The main objective of NSFAS is to make sure that South African citizens have a chance to afford higher education. It also provides financial assistance to eligible students at public universities and TVET colleges in South Africa. NSFAS administers these bursaries and loans. Once a student works, they then pay back the loan.

For one to qualify for an NSFAS bursary they have to be a South African citizen. Most importantly, they must either be SASSA grant recipients; their household income should not be more than R350 000 pa and a person with a disability stands a chance. In a case where there's combined income it shouldn't be more than R600 000. NSFAS provides not only the fees but also an allowance for transportation, living, study materials needed, and others. Students need more than just fees to be paid for, that is why the allocation of funds would consider other aspects of students' needs. They need groceries, toiletries, accommodation as well. Once a student qualifies according to the means test, NSFAS supports them for at least 5 years. This is based on the availability of funds. When a student changes courses and takes more than 5 years to finish a qualification, they then have to pay for themselves until they graduate.

It is vital that students choose courses they can handle so they can pass easily. It is evident that if students fail even just one of their subjects then funding is stopped. Creating a good record makes it easy for them as they would be funded until they are done. NSFAS advocates hard work and determination for students. Returning students must demonstrate proven and accepted academic performance in line with the College's progression policy.

30 words

35 words

[20]

QUESTION 2: INFORMATION AND COMMUNICATION USING INTERNET EXPLORER

Open the ANSWER SHEET saved as QUESTION 2 in the STUDENT FILE folder to record the answers to the questions below. Key in your EXAMINATION NUMBER next to the QUESTION NUMBER.

2.1 Explain the difference between the *internet* and the *web*. (4)

2.2 List TWO search engines to be used when searching for information specific to South Africa. (2)

2.3 Mention FOUR important tips for online searches. (4)

2.4 Outline THREE basic tasks performed by all search engines. (3)

2.5 Write down FOUR steps on how to create a bookmark or favourite. (4)

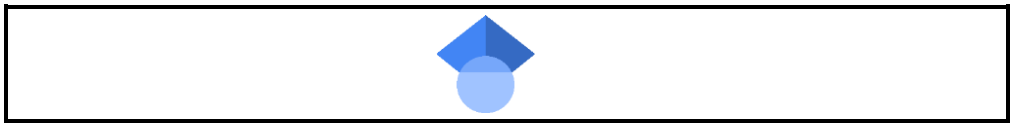
2.6 What is the shortcut key to open the favourites window? (1)

2.7 What do the following icons represent?

2.7.1



2.7.2



2.7.3



2.7.4



(4 × 1) (4)

2.8 Give THREE reasons why it is important to preview a web page before printing. (3)

[25]

Copyright reserved

QUESTION 3: FILE MANAGEMENT

Open the ANSWER SHEET saved as QUESTION 3 from the STUDENT FILES folder and answers the following question in the ANSWER SHEET.

As a header, key in your EXAMINATION NUMBER left-aligned and the QUESTION NUMBER right-aligned.

3.1 Open the main folder, NSFAS, from the STUDENT FILES folder and change the view layout of all sub folders to Large Icon View. Make a screen print and paste it in the ANSWER SHEET. (3)

3.2 Create a spreadsheet with file name, PROOF OF ANNUAL HOUSEHOLD INCOME, in the DOCUMENTS folder. Make a screen print and paste it in the ANSWER SHEET. (2)

3.3 Move the APPLICATION FORM folder from the DOCUMENTS folder to the NSFAS folder. Make screen prints of both folders and paste both in the ANSWER SHEET. (3)

3.4 Duplicate the Word file, Parents ID, inside the DOCUMENTS sub-folder. Make a screen print and paste it in the ANSWER SHEET. (2)

3.5 Delete the PowerPoint file, PROOF OF MARITAL STATUS, from the DOCUMENTS folder. Make a screen print of the deleted file in the Recycle Bin and paste it in the ANSWER SHEET. (2)

3.6 Restore a PROOF OF MARITAL STATUS file. Make a screen print after this action and paste it in the ANSWER SHEET. (2)

3.7 Compress the STUDENT FILES folder and name the zipped folder, ODP LEVEL 3. (1)

3.8 Copy the compressed folder to the STUDENT FILES folder. (1)

3.9 Make a screen print of the dialog box after copying the compressed file into the STUDENT FILES folder. Paste the screen print in the ANSWER SHEET. (1)

3.10 Change the attributes of the NSFAS folder in the STUDENT FILES folder to a hidden file, make screen print and paste it in the ANSWER SHEET. (3)

[20]

Copyright reserved

QUESTION 4A

Use the mail merge function to carry out the tasks below.

4.1 Create a data source file using the following information and save it as QUESTION 4A. (10)

STUDENT ID	STUDENT NAMES	COURSE	LEVEL
0204040590083	Mathe KC	Office Administration	4
9204101810088	Motsamai B	Transport and Logistics	3
0102300308083	Maseko YM	Safety in Society	2
9004240349083	Shupinyane MA	Finance, Economics and Accounting	3

4.2 If using MS Word, create a header with your EXAMINATION NUMBER and QUESTION 4A.

If using MS Access to create the data source, save the file as your EXAMINATION NUMBER and QUESTION 4A. (1)

4.3 Save and print the data source file in A4 portrait orientation. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

QUESTION 4B

4.4 Retrieve the document saved as NSFAS STATEMENT from the STUDENT FILES folder. (1)

4.4.1 As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 4B right-aligned. (3)

4.4.2 Change the font and size of the entire document to Comic Sans, 12 pt. (2)

4.4.3 Change the font size of the heading to Comic Sans, 14 pt. (1)

4.4.4 Change the heading to upper case, underlined and left-aligned. (3)

4.4.5 Find the word, SARS, and replace it with South African Revenue Services in bold. (2)

Copyright reserved

4.4.6 Insert the following information below the last paragraph:

NSFAS reserves the right to make the correct funding decisions based on its financial eligibility verification processes.

NSFAS Contact Centre is accessible on the below platforms from 08:30 to 17:00. Monday to Friday.

Email: **info@nsfas.org.za**
Twitter: **myNSFAS**
Instagram**: myNSFAS**
NSFAS Connect: **www.nsfas.org.za** (7)

4.4.7 Change the single border around the paragraph to double. (1)

4.4.8 Insert a can shape at the top, right-hand corner of the statement. (2)

4.4.9 Copy the NSFAS image from the STUDENT FILES FOLDER, and resize the picture as follows:

Height: 2.1 cm/0,82”
Width: 3.19 cm/1.25” (2)

4.4.10 Move and adjust the picture into the shape. (1)

4.4.11 Format the picture effects to Subtle Effect - Black, Dark 1. (1)

4.4.12 Link this document to the data source file, QUESTION 4A, by replacing the existing text with the merge fields created.

<<STUDENT ID>>
<<STUDENT NAMES>>
<<COURSE>>
<<LEVEL>> (4)

4.4.13 Format the merge fields to italics and bold. (2)

4.4.14 Print the primary document on ONE A4 portrait page and save it as QUESTION 4B. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

QUESTION 4C

4.5 Change the question number in the header to QUESTION 4C. (1)

4.6 Merge the primary document with the data source to create a final document. (2)

4.7 Print the final merged document displaying ONLY Motsamai B and Maseko YM. Place the PRINTOUTS in your EXAMINATION FOLDER. (2)

[50]

Copyright reserved

QUESTION 5: MS WORD – PROCESSING FUNCTION

5.1 Retrieve the document saved as NSFAS STUDENT PORTAL from the STUDENT FILES folder. (1)

5.2 As a header, key in your EXAMINATION NUMBER and the QUESTION NUMBER left-aligned as follows:

EXAMINATION NUMBER
QUESTION 5 (1)

5.3 Edit the document as indicated in the instructions below:

5.3.1 Change the font of the entire document to Century Gothic, 11 pt. (1)

5.3.2 Move the logo from the bottom to the top above the heading, centre-aligned. (2)

5.3.3 Format the heading to upper case, bold and double underlined. (3)

5.3.4 Leave TWO lines after the heading. (1)

5.3.5 Apply numbering to all sub-headings and indent appropriately. (2)

5.3.6 Change the spacing of paragraph 2 to 1.5 line spacing and paragraph 3 to double line spacing. (2)

5.3.7 Insert a page break after the last paragraph. (1)

5.3.8 Change the orientation of the first page to landscape orientation. (1)

5.3.9 Use paragraph 1,2 and 3 on page 2 to create THREE columns with a vertical line between the columns. (2)

5.3.10 Insert column breaks to ensure that column headings are equal to one another. (1)

5.3.11 Activate the automatic hyphenation function to provide equal right-hand margins for the entire document. (1)

5.3.12 Use WordArt Style, Hard Shadow Accent 1 and font size 28 pt, to insert the following text as heading on the second page:

Application Evaluation (3)

5.3.13 Create and edit the table as indicated below: (10)

PROCESS STEPS	
Step 1	Application submitted
Step 2	Filtering
Step 3	Validation
Step 4	Evaluation
Step 5	Funding Eligibility
Step 6	Awaiting Academic Results
Step 7	Awaiting Registration
Step 8	Signing of Agreement
Step 9	Payments

5.3.14 Merge and centre the contents of row 1 across all columns. (1)

5.3.15 Change the row height of the table to 0.47”/1.2 cm. (1)

5.3.16 Bold the text in second column. (1)

5.3.17 Split the table and import the NSFAS image from the STUDENT FILES folder and place it between the words PROCESS and STEPS in the heading, centre-aligned. (3)

5.3.18 Change the design of the table to Grid Table 2. (1)

5.3.19 Centre the text in column 2 vertically and horizontally. (1)

5.3.20 Apply a 3 pt border style around the table. (1)

5.3.21 Change the top and bottom margin of page 2 to 0.39”/1 cm. (1)

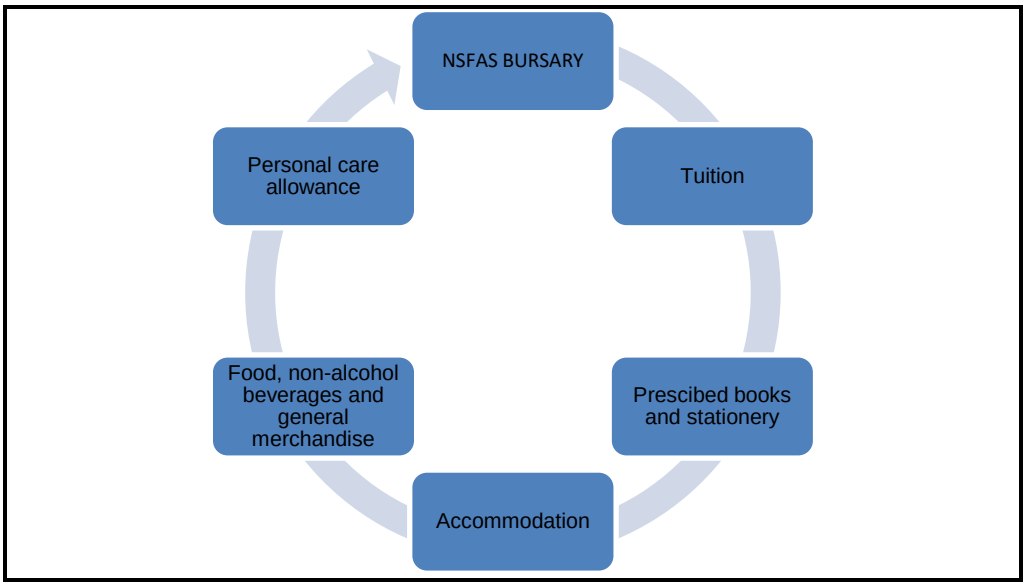
5.3.22 Insert a page break after the table. (1)

5.3.23 Use WordArt Style, Sharp Bevel and font size 36 pt to insert the following text as heading on page 3.

NSFAS BURSARY COVERS (2)

5.3.24 Insert the SmartArt Graphic Continues Cycle TWO lines after the heading on page 3. (7)

Copyright reserved



5.3.25 Format the colour of the SmartArt to Dark 1 Outline. (1)

5.3.26 Insert a page number at the bottom centre of the entire document. (2)

5.3.27 Add the following footnote to the heading on page 3 and apply bold and italics.

Unlock your future today! (4)

5.3.28 Print the document and place the PRINTOUT in the EXAMINATION FOLDER. (1)

[60]

QUESTION 6: SPREADSHEET

6.1 Retrieve the spreadsheet saved as QUESTION 6 from your STUDENT FILES folder and save it as QUESTION 6A. (1)

6.1.1 As a header, key in your EXAMINATION NUMBER left-aligned and the QUESTION NUMBER right-aligned. (2)

6.1.2 Change the font and font size of the entire spreadsheet to Century 11 pt. (2)

6.1.3 Format the heading font to size 16 pt and centre across all columns in the worksheet. (2)

6.1.4 Change the format of the sub-heading in row 3 to a long date, 14 pt and right-aligned. (3)

6.1.5 Insert an open row in row 4. (1)

6.1.6 Format the column heading to upper case, bold and centre-aligned. (3)

6.1.7 Apply 15% shading to the column headings. (1)

6.1.8 Left-align the content of A5:A16. (1)

6.1.9 Centre the worksheet vertically and horizontally across the page. (2)

6.1.10 Apply single inside borders and any thick border outside the table. (2)

6.1.11 Sort Column A with corresponding figures from largest to smallest. (1)

6.1.12 Delete the Student Cell Phone Number column. (1)

6.1.13 Adjust column widths where necessary to ensure that all data are clearly displayed. (1)

6.1.14 Save the spreadsheet. Print the spreadsheet on ONE landscape page with row and column headings and gridlines. (2)

6.1.15 Place the PRINTOUT in your EXAMINATION FOLDER.

Copyright reserved

QUESTION 6B

6.2 Retrieve the spreadsheet saved as QUESTION 6A and change the question number to QUESTION 6B.

6.2.1 Insert new columns with the following information:

Column E: **TOTAL ALLOWANCES**
Column F: **% OF TOTAL ALLOWANCES** (2)

6.2.2 Insert new rows in Column A as indicated below:

Row 17: Grand total
Row 18: Average Accommodation Paid
Row 19: Number of Students
Row 20: Highest Tuition Fee Paid
Row 21: Lowest Accommodation Paid (5)

6.2.3 Calculate TOTAL in E6 by adding all the payments made. (1)

6.2.4 Use the Autofill function to copy the formulae from E6:E16. (1)

6.2.5 Use AutoSum in B17 to calculate the GRAND TOTAL of all columns. (1)

6.2.6 Use absolute cell referencing in cell F6 to calculate the % of TOTAL ALLOWANCES as a percentage of the TOTAL ALLOWANCES paid to all students. (1)

6.2.7 Use the AutoFill function to copy the formulae from F6:F16. (1)

6.2.8 Use a function in cell C18 to determine the AVERAGE of accommodation paid. (1)

6.2.9 Use a function in B19 to calculate the number of students. (1)

6.2.10 Use a function in B20 to calculate the highest tuition paid. (1)

6.2.11 Use a function in C21 to calculate the lowest accommodation paid. (1)

6.2.12 Display all values as currency with 2 decimals except % OF TOTAL column and number of students. (2)

6.2.13 Display values of the % OF TOTAL column as percentage with no decimals. (2)

6.2.14 Save and print the spreadsheet without gridlines. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

Copyright reserved

QUESTION 6C

6.3 Retrieve the spreadsheet saved as QUESTION 6B and change the question number to QUESTION to 6C. (1)

6.3.1 Display the formulae. (4)

6.3.2 Adjust the column widths appropriately to fit all formulae. (1)

6.3.3 Save and print the spreadsheet in landscape orientation with row and column headings. Place the PRINTOUT in your EXAMINATION FOLDER. (2)

QUESTION 6D

6.4 Retrieve the spreadsheet saved as QUESTION 6C and change the question number to QUESTION 6D. (1)

6.4.1 Create a PIE chart indicating Tuition Fee Paid to each student. (2)

6.4.2 Insert the following chart title:

TUITION FEE PAID
EXAMINATION NUMBER
QUESTION 6D (4)

6.4.3 Display the data labels on the outside end for each segment. (2)

6.4.4 Remove the legend. (1)

6.4.5 Save the graph as QUESTION 6D and print the chart as a new sheet. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

[65]

QUESTION 7: PRESENTATIONS

In this question, you are required to create, edit and format a presentation using a presentation application.

7.1 Open MS PowerPoint, create a new presentation and save it as QUESTION 7. (1)

7.2 Slide 1: Title Slide (1)

7.2.1 Insert the heading below in the title placeholder in font Bodoni MT Black, 72 pt and format to shadow Grey 50% effect.

MyNSFAS status check (4)

Copyright reserved

7.2.2 Insert the following sub-title centre-aligned in the placeholder using Broadway 40 pt:

www.nsfas.org.za (3)

7.3 Slide 2: Title and Content (1)

7.3.1 Key in the heading on the slide in upper case and underlined:

What does awaiting academic results mean? (3)

7.3.2 Key in the following text in the placeholder:

Awaiting academic results means that NSFAS will check your academic results and institution admission status to ensure you meet the requirement. (4)

7.4 Slide 3: Two Content Slide (1)

7.4.1 Insert the following heading in the title placeholder in italics:

PROTECTING YOUR CREDENTIALS AND CRUCIAL INFORMATION (2)

7.4.2 Insert the following text in the placeholder on the left: (9)

Applicants do not need to pay fee to apply.
Remember to not share your myNSFAS login details with anyone.
NSFAS employees will never ask for your login details.
NSFAS urges all applicants to protect their personal information.
Keep your details up to date.

7.4.3 Apply capital roman numbering. (1)

7.4.4 Insert the image, NSFAS MASTER CARD, from the STUDENT FILES folder on the right in the placeholder. (2)

7.4.5 Adjust the image to fit the placeholder. (1)

7.5 Make a screen print of Slide 3 and paste it in Microsoft Word. Insert your EXAMINATION NUMBER and QUESTION 7.4.1−7.4.5 (3)

7.6 Import Slide 1 from the file named, PRESENTATION, in the STUDENT FILES folder to become Slide 4. (2)

7.6.1 Apply a 3 pt border to the Slide 4 heading and right-align. (2)

7.6.2 Change the numbering to filled square bullets. (2)

Copyright reserved

7.7 Slide 5: Title Only (1)

7.7.1 Key in the following as slide title in bold text: TAKE NOTE THAT NSFAS APPLICATION FOR THE 2023 ACADEMIC YEAR IS NOW CLOSED. (2)

7.7.2 Insert the Rectangular Callout Shape in the centre of the slide. Fill the shape with the colour blue. (3)

7.7.3 Insert the following text into the shape: A big THANK you to everyone who applied. (2)

7.7.4 Format the shape text to ARIAL; change “Thank You” to bold and font size 54 pt. (2)

7.7.5 Adjust the shape height to 5.1 cm/2.0”and width to 15 cm/6”. (2)

7.8 Apply crop design/theme to the presentation. (2)

7.9 Apply slide numbers to all the slides in the presentation. (1)

7.10 As a footer, key in your EXAMINATION NUMBER and QUESTION 7 in the presentation. (1)

7.11 Save and print the presentation as handouts with TWO slides per page. Place the PRINTOUTS in your EXAMINATION FOLDER. (2)

[60]

TOTAL: 300

Copyright reserved