higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INFORMATION PROCESSING N4

(6020254)

1 November 2022 (X-paper)
09:00–12:00

This question paper consists of 18 pages.

001Q1B2201

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N4
TIME: 3 HOURS
MARKS: 300

CANDIDATES ARE ALLOWED 30 MINUTES TO READ THE INSTRUCTIONS BEFORE THE START OF THE EXAMINATION.

	TIME	MARKS
SECTION A: TYPING TECHNIQUE	**2 HOURS**	**200**
SECTION B: WORD PROCESSING	**1 HOUR**	**100**
TOTAL:	**3 HOURS**	**300**

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTIONS. INVIGILATORS WILL EXPLAIN IF NECESSARY.

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TYPING TECHNIQUE (SECTION A)

1. Candidates who are NOT ready and on time for the TIMED ACCURACY TEST (QUESTION 1), will only be allowed to enter the examination room after the TEN MINUTES allowed for the TIMED ACCURACY TEST have expired.

2. Candidates are allowed THREE minutes to read through QUESTION 1 before the start of the TIMED ACCURACY TEST.

3. The TIMED ACCURACY TEST must be keyed in at the beginning of the examination.

4. After the TEN minutes allowed for the TIMED ACCURACY TEST have expired, invigilators will collect the tests and sign directly after the last keyed in word on each page. Tests that are not signed by invigilators will NOT be marked. The tests will be retained by the invigilators until the completion of the examination, whereafter the tests will be placed in the EXAMINATION FOLDERS in the candidates' presence.

5. Complete and print all the questions in this section immediately.

6. Place all the PRINTOUTS in your EXAMINATION FOLDER (Q2; Q3; Q4; Q5).

WORD PROCESSING (SECTION B)

1. ANSWER ALL THE QUESTIONS.

2. PLEASE TAKE NOTE OF THE FOLLOWING PROCEDURES:

   2.1 QUESTION 6A: Retrieve, do not print. Edit as instructed and save as Q6B.

   2.2 QUESTION 6B: After editing Q6B, save and print.

   2.3 QUESTIONS 7A and 8A: Key in, save and print.

   2.4 QUESTIONS 7B and 8B:

   Retrieve, process according to the instructions in PART B of each question, save and print.

3. Place PART A as well as PART B in your EXAMINATION FOLDER (6B; 7A; 7B; 8A; 8B).

PRINTING:

1. All answers are to be printed during the THREE hours allowed for keying in and processing. NO extra time will be allowed after the THREE hours have expired.

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2. Each answer must be printed on ONE side of a SEPARATE A4 sheet only.

GENERAL:

1. You may use a list of ASCII codes.

2. NO notes or any non-permissible material may be hidden in or transcribed into these articles.

3. Use only COURIER NEW 12 pt, except where indicated differently.

4. Save your work 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 to redo lost work.

5. 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.

6. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question as indicated in the instructions. NO answers without printed EXAMINATION NUMBERS will be marked.

7. At the end of the examination session, hand in the following:

    7.1 EXAMINATION FOLDER with PRINTOUTS to be marked arranged in the same order as the questions in the QUESTION PAPER.

    7.2 DISK/MEMORY STICK – properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Candidates' answers must be kept for at least SIX months.

    7.3 ALL other PRINTOUTS. NO PRINTOUTS may be taken out of the examination room or placed in the bins.

8. No candidate may print his/her work for another candidate, make his/her memory stick or data on the hard drive/network available to another candidate to access or access another candidate's work in any way. Any attempt to access information from another or transfer information to each other in any form is a contravention of the examination rules and regulations and will be viewed in a very serious light and be treated as an examination irregularity. Such cases will be formally investigated which may lead to the withholding of candidates' results.

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SECTION A

TYPING TECHNIQUE

DO NOT TURN THE PAGE BEFORE THE INVIGILATOR INSTRUCTS YOU TO DO SO.

	TIME	MARKS
QUESTION 1: TIMED ACCURACY TEST	10 minutes	20
QUESTION 2: TABULAR STATEMENT	28 minutes	44
QUESTION 3: CIRCULAR LETTER	37 minutes	60
QUESTION 4: PARAGRAPHS	33 minutes	56
QUESTION 5: AFRICAN LANGUAGE	12 minutes	20
TOTAL	120 minutes	200

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QUESTION 1: TIMED ACCURACY TEST

TIME: 10 MINUTES **MARKS: 20**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" SPEED: 35 wpm (minimum requirement) FONT: Courier New 12 pt	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left LINE SPACING: 2,0

1. The TIMED ACCURACY TEST must be keyed in ONCE only.
2. The passage allows for speeds of 35 and 40 words per minute.
3. As a header, key in your EXAMINATION NUMBER (left-aligned) and the QUESTION NUMBER (right-aligned).
4. Save the document as Q1 and print. THE PRINTOUTS must be collected; signed by invigilators immediately after printing; handed out at the end of the SESSION. Ensure that all pages are signed once received, place them in your EXAMINATION FOLDER.

Is there any science behind the banting diet? Yes, but as with all science, it is often contested. What banting theory is about? It sticks with the way we were designed to eat, think about it. Do you reckon our ancestors from thousands of years ago had boxes of rice krispies knocking around - probably not.

In the real meal revolution, the premise is explained like this; if you could put the entire human history into one day, we have only been eating cereals and grains for five minutes and sugar for five seconds. But isn't fat bad for us? Our love affair with fat has gone through many phases over the years. To this day there are still people who swear that fats are bad and who will gobble up low-fat options without blinking.

There is a slight problem though. Often low fat options are packed

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QUESTION 1 (CONTINUED)

with sugar to make up for the loss of flavour. There are good fats and bad fats which you can read more about in depth in this article. For the record, avocados, nuts and even buttermilk all contain fat that is not as bad for you as we might have thought.

We love our fat so much globally now that there is even a butter shortage in our country at the moment. How do I start with the banting diet? We have a quick guide on how to get started with your diet. Before you do anything, you should see your doctor. Remember that it is a process and it will be tricky at times.

Also keep in mind that it might not work for you and that is okay too. Keep in mind that protein should be moderate on a banting diet. Yes, you can eat bacon for breakfast, lunch and dinner but that should not be all you eat. The consumption of green leafy vegetables and things like avocados and nuts is encouraged.

35 wpm

Getting the banting diet to work for you requires a lot of eating by feel, because fat helps stimulate your appetite if you are getting hungry. The Banting diet gives you an overall feeling of well-being and drastically decreases stress, which results in better sleep.

40 wpm

Banting

[20]

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QUESTION 2: TABULAR STATEMENT

TIME: 28 MINUTES **MARKS: 44**

MARGINS: Equal FONT: Courier New 12 pt PAPER: A4 landscape	ALIGNMENT: As indicated LINE SPACING: Single, except where indicated differently

1. As a header, key in your EXAMINATION NUMBER (left-aligned) and the QUESTION NUMBER (right-aligned).
2. Take all proofreading signs into consideration.
3. Insert a TABLE.
4. Save the document as Q2 and print.
5. Place the PRINTOUT in your EXAMINATION FOLDER.

Summary of / banting phase **16 pt, uc, bold, ital, double u/line**

bold

	Restore **uc, centre**	Transform **uc, centre, merge cells**		Preserve **uc, centre**
Goal	Metabolism [Reset **NL**	Effortless [Weight loss **NL**	Fast [Fat burning **NL**	Weight [Maintenance **NL**
Difficulty	Easy–moderate	Moderate–hard	Hard–very hard	Very easy
Durasion **sp**	3–12 weeks	3–12 weeks	1–12 weeks	1–18 weeks
Green List	Yes	Yes	Yes	Yes
Orange List	Yes	Hardly ever	Never	Yes
Light Red List	Hardly ever	Never	Never	Hardly ever
Red List	Never	Never	Never	Never
Breakfast[1]	Yes	When hungry	When hungry	Yes
Lunch[2]	Yes	Yes	When hungry	Yes
Dinner[3]	Yes	Yes	Yes	Yes
Snack[4]	When hungry	No	No	Occasionally
Daily carbs	50–100 g	25–50 g	<25 g	100–150 g

trs

1╫Scrambled egg & strawberries [2╫salad Tuna on sourdough toast
[4╫Almonds & dried cranberries [3╫Turkey, burger & spinach salad **NL**

Banting ~~meal~~ planner: www.nutriserve.co.za ~~or www.nutrition.co.za~~ **stet** **9**

Candidate: replace '&' with 'and'

[44]

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QUESTION 3: CIRCULAR LETTER

TIME: 37 MINUTES **MARKS: 60**

MARGINS: Left: 3,81 cm/1,5" Right: 2,54 cm/1" FONT: Courier New 12 pt, except where indicated differently	PAPER: A4 portrait HYPHENATION: Automatic ALIGNMENT: Left LINE SPACING: Single and as indicated
1. Retrieve the letterhead, Q3, from the network/hard disk/memory stick. 2. As a footer, key in your EXAMINATION NUMBER (left-aligned). 3. Take all proofreading signs into consideration. 4. Arrange paragraphs in numerical order, number and indent paragraphs accordingly. 5. Save the document as Q3 and print. 6. Place the PRINTOUT in your EXAMINATION FOLDER.	

Today's date in descending order 2 lines after the horizontal line

Circular no. 21 of … uc, use current year

To all diet members uc

The phases of the banting diet uc, bold

2 3 1

2. Once you are used to clean with eating no hassles, it is time to take it up a notch and enter trs transformation. You track meals every second week as though you are tapping / rudder of uc your ship, cruising through to your awesome weight. [3. Half way through transformation NP uc ~~(sometimes 20 odd weeks after starting)~~, we add in some additional lifestyle hacks. del uc

in figures uc uc

1. You start with one week of observation. Next you do restoration, which can last anything from two to twelve weeks depending on how your awesome weight calculation works out. runs on

Restoration helps you get rid of some bad habits and gets you used to eating from / green bold and orange list. bold

u/line ~~conservation~~ stet

4. Finally, once you reach your awesome weight, you begin ~~preservation~~, which is designed to preserve all / good you have done.

---page break---

number second page as 2 top left

As a member, you can take advantage of guidance from our unrivalled personal support uc team, an easy ʌ list generator, meal tracker, weight goals tools and every other tool ʌ shopping you need to get you Banting like a champ in no time. ital

lc del

At / heart of it, real meal REVOLUTION wants you to eat real food and that is why our programme boasts more than 400 real meal revolution original recipes ~~(from all the books and more exclusive to members)~~, more than 50 phased meal plans and more than 50 cooking in words lessons to usher you into a love affair with healthy, delisious, real food. sp

The ban ting tribe uc, bold

[60]

QUESTION 4: PARAGRAPHS

TIME: 33 MINUTES **MARKS: 56**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt, except where indicated differently	PAPER: A4 portrait HYPHENATION: Automatic ALIGNMENT: Left LINE SPACING: Single and as indicated
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and the QUESTION NUMBER (right-aligned). 2. Take ALL proofreading signs into consideration. 3. Save the document as Q4 and print. 4. Place the PRINTOUT in your EXAMINATION FOLDER.	

move

╪ in full trs in full

The banting diet promotes a low-carb, high-fat & protein moderate way of eating. Fat is critical & getting lots of it will help you make it werk. sp

╪

Tips for getting started on your banting diet uc, u/line, italics, omit frame

╪

remove all temptations, in full
get rid of things like crispy cookies & sweets,
replace them with things that are allowed,
nuts (not peanuts), biltong, pickles, olives & cream cheese. insert bullets, align at the margin, s/s

╪ ital in full NP

Understand / difference between hunger, boredom & thirst. [You might think that you are hungry but you might just be bored or thirsty. [3. ╪ Do not be fooled by / low-fat fad. [1. ╪ Learn to NP distinguish. [4. ╪ Low fat often means added sugar. [2. ╪ Eat only when you are hungry. NP

~~Opt for organic & full fat as far as you can.~~ del

╪ uc ~~prosperity~~ stet

Be careful with / oil you use. While oils do contain ~~plenty~~ of fat, not all of them are allowed on / diet. Coconut oil is best & you can use olive oil, but on a low heat – do not deep fry in it! in full
If you are just starting out, cut back on / alcohol. Just be careful with your mixers – remember they cannot contain sugar.

╪ bold

Watch your protein intake. It is easy to stuff your face with protein but be careful. This way of eating advocates for moderate protein intake. Familiarise yourself with / nutritional value of food.

╪

Call: 082#812#5525 align right, bold

Banting diet: what you need to know 16 pt, uc, bold, centre

Candidate: Arrange numbered paragraphs in numerical order

= 1 letter space

[56]

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QUESTION 5: AFRICAN LANGUAGE

TIME: 12 MINUTES **MARKS: 20**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left LINE SPACING: 1,5
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and the QUESTION NUMBER (right-aligned). 2. Save the document as Q5 and print. 3. Place the PRINTOUT in your EXAMINATION FOLDER.	

Batjha ba bang ba re ba batla ho fokotsa mmele ya bona. Le ha ho le jwalo, ba bangata ba amehile ka tsela eo ba shebahalang ka yona ho feta ho phela hantle.

Ba bangata ba tshwenyehile ka mmele ya bona le ha ba sa tshwanela ho tshwenyeha. Mmele ya bona e ne e ntse e le hantle, mohlomong ba mpa ba ipapisa le dithaka tsa bona kapa le dipapatso tse kgothalletsang batho hore ba be basesane.

[20]

TOTAL SECTION A: 200

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SECTION B

WORD PROCESSING

WORK FAST AND ACCURATELY

		TIME	MARKS
QUESTION 6: PARAGRAPHS	**B**	**15 minutes**	**25**
QUESTION 7: PROGRAMME	**A** **B**	**9 minutes** **14 minutes**	**15** **24**
QUESTION 8: MENU	**A** **B**	**10 minutes** **12 minutes**	**16** **20**
TOTAL		**60 minutes**	**100**

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QUESTION 6B: PROCESSING

TIME FOR PROCESSING: 15 minutes **MARKS: 25**

1.	Retrieve the document that was saved on your network/hard disk/memory stick as Q6A.
2.	Change the left- and right-hand margin to 2,54 cm/1". Use Courier New 12 pt.
3.	Align the document left and use the hyphenation function.
4.	Change line spacing to single with double line spacing between the paragraphs.
5.	As a header, key in your EXAMINATION NUMBER (left-aligned) and the QUESTION NUMBER (right-aligned).
6.	Save the document as Q6B and print.
7.	Put ALL the PRINTOUTS in your EXAMINATION COVER.

Banting diet benefits} **WordArt Style 1, Arial Rounded MT Bold 40 pt, uc**

[The Banting Diet gives you an overall feeling of well-being and **NP**
drastically decreases stress, which results in better sleep.

Banting is: **runs on**

Being able to enjoy the food that you thought was bad for you while still losing weight – staying away from highly processed foods such as sugars and refined grains.

10 commandments of the Banting Diet 16 pt, uc, bold

All you need to know before you start this change to a healthy lifestyle:

Candidate: format all underlined paragraph headings to Arial 12 pt, uc

2. Consume as much vegetables as possible

Vegetables are known as the 'bulk food' to all banters. Green veggies are the go-to-vegetables and all banters know that eating a variety of these veggies is the best for the body. [3. Snacking is a big No **NP**
[Snacking is a form of cheating, especially during the first week of **NP**
Banting. Try not to snack unless it is Banting-friendly.

1. Consume animal fat

This is the focal point of the Banting diet. This challenges the way we think because we have always been taught that fat makes us fat.

4. Never lie to yourself

Consuming high carbohydrate foods that are processed usually hide in foods such as peanuts, baked beans and legumes.

----------**page break**----------

Insert page number as 2 top centre (no number on first page):

5. Never over-eat and never under-eat [Beginner Banters have a **NP**
habit of either eating too much or too little. Just because you are confined to a low carb diet doesn't mean that you can eat as much fat as you like.

QUESTION 6B (CONTINUED)

trs
[On the other hand do not under-eat being while on the Banting diet. NP
Fat contains fewer calories compared to carbohydrates so you will probably need to eat more than you expect. If you become extremely hungry during the Banting diet, chances are you are either under-eating or you have not been eating enough fat. ~~The great thing about this diet is fat is a lot more filling than carbohydrates so you shouldn't feel much hunger at all, if done properly.~~ del

6. Try not to consume too much protein

lc
The Banting diet is a high fat, low carb diet and NOT a high protein diet. The main point of the Banting diet is to cut out the carbohydrates from your diet and replace it with more fat. Don't focus on increasing your protein intake. You will naturally get enough protein with all the vegetables and meat you will eat.

NP
7. Always read food labels [Always be on the lookout when it comes to ready-made meals or processed foods. These foods almost always contain carbohydrates. Stay away from foods that claim that they are low in fat. [These foods may be low in fat, but the fats have been replaced with NP sugars to compensate for the loss of flavour. Low fat meals are nothing but a sly ʌ tactic. ʌ marketing

----------page break----------

Insert page number as 3 top centre

NP
8. Avoid consuming too many fruits and nuts [Fruits contain natural fructose which is "nature's sugar". On the Banting diet ANY sugar lc
should be limited, if not avoided completely. [Nuts can be found on NP
the Banting diet green list, however, like any food, they should still be eaten in moderation. People tend to over-eat nuts because they make the perfect snack to carry around all day.

NP in words
10. Remain strong [A lot of people tend to give up early while being on the Banting Diet. The first 10 days on this diet are always the most difficult because your body is still in the process of getting rid of those nasty carb cravings. Stick with it. After 10 days, in words
when the carb cravings disappear, you will start seeing drastic changes, not just with your weight but also in your overall mood.

[9. Control the amount of dairy that you consume [Dairy does NP
contain carbohydrates that can be good for the body, however, it should be strictly controlled and moderated. Dairy does contain small amounts of carbs, therefore, it is not a free for all. uc

insert shape as indicated

ʌ If you are lactose intolerant, avoid dairy all together Arial Narrow 10 pt, bold, centre

Candidate:
Change 'Banting diet' to capital letters, bold and underline except for main and paragraph headings.
Arrange paragraphs in numerical order; number and indent the paragraphs accordingly.

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[25]

QUESTION 7A: PROGRAMME

TIME: 9 MINUTES **MARKS: 15**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left LINE SPACING: Single and as indicated
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and the QUESTION NUMBER (right-aligned). 2. Save the document as Q7A and print. 3. Place the PRINTOUT in your EXAMINATION FOLDER.	

Programme
╪
Opening and welcome
╪
A word from the banting coach
╪
Introduction of guest speaker
Real Meal Revolution – John Proudfoot
╪
Tea break
╪
3. Supercharge your energy
4. Sleep better
5. Clearer skin
2. Increased mental clarity
1. Burn fat fast
╪
12:30 Lunch
╪
6. Planning and preparation
7. Resetting your gut micro biome and your meta bolism
8. Transformation
9. Nurturing
╪
14:30 Closure

(15)

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QUESTION 7B: PROCESSING

TIME: 14 MINUTES **MARKS: 24**

1. Retrieve the document saved as Q7A.
2. Process according to the instructions below.
3. Change page orientation to landscape.
4. Change the left- and right-hand margins to 1,27 cm/0,5".
5. Create TWO (2) columns, move information accordingly.
6. Change QUESTION 7A in the header to QUESTION 7B.
7. Save the document as Q7B and print.
8. Place the PRINTOUT in your EXAMINATION FOLDER.

Column 2: centre contents vertically

1	2

Programme **sp caps, bold, centre**

ʌ 9:00 Opening and welcome

ʌ 9:15 A word from the banting coach

ʌ 9:30 Introduction of guest speaker
Real Meal Revolution – John Proudfoot

ʌ 9:45 ~~Tea~~ break **del uc, bold**

ʌ 10:00 **ʌ Banting eating plan** **uc**

3. Supercharge your energy
4. Sleep better
5. Clearer skin
2. Increased mental clarity
1. Burn fat fast

Arrange the items in correct order.
Replace ALL item numbers with bullets.

12:30 Lunch **uc, bold**

6. Planning and preparation
7. Resetting your gut micro biome and your meta bolism
8. Transformation
9. Nurturing

14:30 Closure **uc, bold**

Column 1: centre contents vertically and horizontally

ʌ Why Health Enthusiasts choose the Banting Diet
ʌ Banting Diet free workshops [At main restaurants **NP**
ʌ [of Limpopo Province [in November [from [9:00–14:30 **NP**

uc

(24)
[39]

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QUESTION 8A: MENU

TIME: 10 MINUTES **MARKS: 16**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier 12 pt	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left LINE SPACING: As indicated
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and the QUESTION NUMBER (right-aligned). 2. Save the document as Q8A and print. 3. Place the PRINTOUT in your EXAMINATION FOLDER.	

Bacon rashers or pork sausage
Tomato & scrambled eggs (fried)
╪
Large salad with steak/chicken & cottage cheese
Roast chicken with steamed spinach &
╪
Greek salad
Brocoli/cauliflower with cream cheese
╪
Bacon & eggs
Green salad
Baby marrow

(16)

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QUESTION 8B: PROCESSING

TIME FOR PROCESSING: 12 minutes **MARKS: 20**

1. Retrieve the document saved as Q8A and edit as instructed below. 2. Change QUESTION 8A in the header to QUESTION 8B. 3. Save the document as Q8B and print. 4. Place the PRINTOUT in your EXAMINATION FOLDER.

NL
Λ Khoroni Restaurant [Louis Trichardt uc, bold
Λ Menu sp caps, bold
Λ Breakfast uc, ital
Bacon rashers or pork sausage
Tomato & scrambled eggs ~~(fried)~~ in full del
Λ Lunch uc, ital
in full
Large salad with steak/chicken & cottage cheese
Λ Snack uc, ital
Λ Apple slices ~~with~~ almond butter stet
Λ Supper uc, ital
in full
Roast chicken with steamed spinach & Λ pumpkin ~~and a small tub of Greek yoghurt~~
Greek salad
Brocoli/cauliflower with cream cheese sp

s/s

Bacon & eggs in full
Green salad
~~Baby marrow~~ stet
move
del text

Candidate:
As a footer, in Arial Black 10 pt, upper case, centre, insert: Remain Strong
Insert double line border around the menu

(20)
[36]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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