higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

15 November 2023 (X-paper)
09:00–12:00

This question paper consists of 31 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
TIME: 3 HOURS
MARKS: 300

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

30 MINUTES IS ALLOWED TO READ THE INSTRUCTIONS

QUESTION PAPER	TIME	MARKS
TYPING TECHNIQUE: SECTION A	2 hours	200
WORD PROCESSING: SECTION B	1 hour	100
TOTAL:	3 hours	300

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

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SECTION A: TYPING TECHNIQUE

1. Candidates are allowed to read through the timed accuracy test 3 MINUTES before the commencement of the examination.

2. The timed accuracy test must be keyed in at the beginning of the examination.

3. After the expiration of the TEN MINUTES allowed for the timed accuracy test, your test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter, in your presence, it will be put in your EXAMINATION FOLDER.

4. Answer all the questions.

5. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.

6. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

SECTION B: WORD PROCESSING

1. Answer all the questions.

2. Procedure for QUESTIONS 7A, 8A, 8B and 9A: Key in, save and print.

3. Retrieve, copy and process according to the instructions in part B of each question. Print and hand in part A as well as part B.

4. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

GENERAL

1. You may use the 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 if otherwise instructed.

4. Work fast and accurately in order to complete the question paper in time.

5. 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 for lost work.

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6. 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.

7. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each PRINTOUT. NO answers without EXAMINATION NUMBERS will be marked.

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

   8.1 EXAMINATION FOLDER with PRINTOUTS to be marked in the same order as the questions in the question paper.

   8.2 The compact disk/memory stick on which your work was saved, 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 6 MONTHS.

   8.3 ALL other PRINTOUTS must be handed in. NO PRINTOUTS may be taken out of the examination room or put into bins.

9. 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.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

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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	25 minutes	40
QUESTION 3: SMARTART	25 minutes	40
QUESTION 4: PAMPHLET	25 minutes	40
QUESTION 5: FINANCIAL STATEMENT	25 minutes	40
QUESTION 6: AFRICAN LANGUAGE	10 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" LINE SPACING: 1.5 or 2.0 SPEED: 50 wpm (minimum requirement)	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left FONT: Courier New 12 pt

1. The timed accuracy test below must be keyed in ONCE only.
2. The passage allows for speeds of 50 and 55 words per minute.
3. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 1 right-aligned.
4. Save the document as Q1 and print.
5. Your test must be collected and signed by the invigilator at the BEGINNING of the EXAMINATION. ALL pages must be signed.

In recent decades, scholars, policy makers and educators have shown increased interest in the field of entrepreneurship. Entrepreneurship is viewed as a critical source of economic growth in most countries, and its effects are evident in terms of increased innovation, competitiveness, wealth creation, productivity, job creation and new-industry development.

Today, promoting entrepreneurship is a key theme in government policies and strategies around the world, aiming to stimulate economic activity, increase employment rates and promote international competitiveness.

Along with policy makers' efforts to promote entrepreneurship, there has been significant growth in entrepreneurship education programmes and courses in universities. This growth is fuelled by a belief that entrepreneurship, or at least some aspects of it, can be learned via formal education and training.

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QUESTION 1 (CONTINUED)

South Africa is the economic powerhouse of Africa. In spite of its developed economic infrastructure, South Africa continues to experience severe income inequality. According to the national data agency, Statistics South Africa, in 2015, 55,5% of the population lived below the poverty line with limited prospects of finding employment.

The country is plagued by high unemployment due to the misalignment of the skills required by the economy and those possessed by the populace. The government has committed to fostering entrepreneurship to advance its economic development and, in particular, job creation priorities. This is in recognition of the fact that investment in the development of small businesses has been among the key ingredients of success for many successful economies.

Things are not completely bleak in the country. The Global Entrepreneurship Monitor (GEM) reported that a high percentage of adults viewed entrepreneurship in a positive light. The survey data also highlighted that over a quarter of entrepreneurs are expected to create six or more jobs over the next five years. However, when GEM compared South Africa to other countries, it noted that the entrepreneurial ecosystem was weighed down by red tape, low transfer research and development, lack of entrepreneurship education at schools and poor cultural and social norms towards entrepreneurship.

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QUESTION 1 (CONTINUED)

In its 2019 survey of global social entrepreneurship, the Thompson Reuters Foundation contacted academics, social entrepreneurs, investors and policymakers in the 44 countries with the largest economies in the world, to assess the level of social entrepreneurship in each country. Using six key indicators (government support, ability to attract skilled staff, public understanding of social entrepreneurship, the ability to make a living through

50 wpm

55 wpm

[20]

QUESTION 2: TABULAR STATEMENT

TIME: 25 minutes **MARKS: 40**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" PAPER: A4 landscape	LINE SPACING: 1.0 (Except where indicated otherwise) FONT: Arial 10 pt (Except where indicated otherwise)
1. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 2 right-aligned. 2. Take ALL proofreading signs into consideration. 3. Insert a TABLE. 4. Save the document as Q2 and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

What is entrepreneurship and what is an entrepreneur? runs on 16 pt, uc, bold, double u/line, centre

‡

Centre column headings horizontally and vertically and all the figures horizontally runs on

Coding sp caps	Word occurrence: uc, italics			
	Entrepreneurship u/line [(Academic[1]) NL		Entrepreneurship u/line [(Professional services[2]) NL	
Coding / responses on ^ words ^ key gave greater insite into sp how both academics and support professionals describe entrepreneurship.	business/es	63	business/es	76
	opportunities/y	37	entrepreneur/ial/ship	40
	process	27	create/d/ting/tion	36
	innovation/s	26	process/es	36
	with	25	profit/s	28
	entrepreneur/ially/ship	23	opportunities/y	27
	create/ting/tion	20	make/s/ing	24
	profit/s/able	18	idea/s	23
	risk/s	16	develop/ed/ing/ment	21
	economic/economy/ies	15	innovate/tive/tion	21
			for	21
			identification/tified/tify/ing	18
			risk/s	18

move

shade column

~~innovation~~ stet

1 Academic: ~~invention~~, create, profit, risk & economic. uc, bold in full

‡ 2

2 Support professionals: create, development, opportunities and innovation. uc, bold trs

3 1

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QUESTION 2 (CONTINUED)

runs on

Entrepreneur bold I(Academic) NL		Entrepreneur bold I(Professional services) NL	
businesses/es	58	business/es	66
person	44	individual/s	63
entrepreneur/ial/s/ship	40	person/al	38
risk/s	38	risk/s	34
take/taker/takes/taking	35	entrepreneur/s/ship	33
opportunities/y	29	somebody/someone	32
someone/somebody	26	take/s/ing/taker	27
individual/s	25	opportunities/y	24
start/starter/starting/starts	19	create/s/ing	25
innovative/innovation/ted	18	idea/s	23
create/ting~~tion~~ del	17	has/have/having	22
		make/s/ing	20
		profit/s/ability/able	20

[40]

QUESTION 3: SMARTART

TIME: 25 minutes **MARKS: 40**

MARGINS: LEFT: 2.54 cm/1" RIGHT: 2.54 cm/1" LINE SPACING: 1.0 (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left FONT: Arial 12 pt (Except where indicated otherwise)
1. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 3 right-aligned. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Create SMARTART and shapes. 5. Save the document as Q3 and print. 6. Put the PRINTOUT in your EXAMINATION FOLDER.	

Interpretation of data and research outcomes Comic Sans 14 pt, uc, bold, double u/line, right-align

‡

A review of institutional web site was undertaken to better understand / public profile of entrepreneurship activity italics runs on and / ease with which information can be readily obtained. [Of / NP twenty-six institutional websites reviewed: in figures

‡

Candidate:
1. Use SmartArt: Vertical Block List with no shape fill.
2. Percentages must be in 14 pt, bold and centred.
3. Content with bullets must be in 10 pt.
4. Centre pages 1 and 2 vertically.

20%	• had entrepreneurship degree programmes on offer
28%	• had courses on offer
28%	• had explicit student activities (clubs, groups or competitions) listed
56%	• had evidence of instutional or departmental activity (entrepreneurship activity within / department)
12%	• had no evidence of activity (courses, curriculum, student activities, clubs, etc.) on their websites

Candidate: Insert a page break

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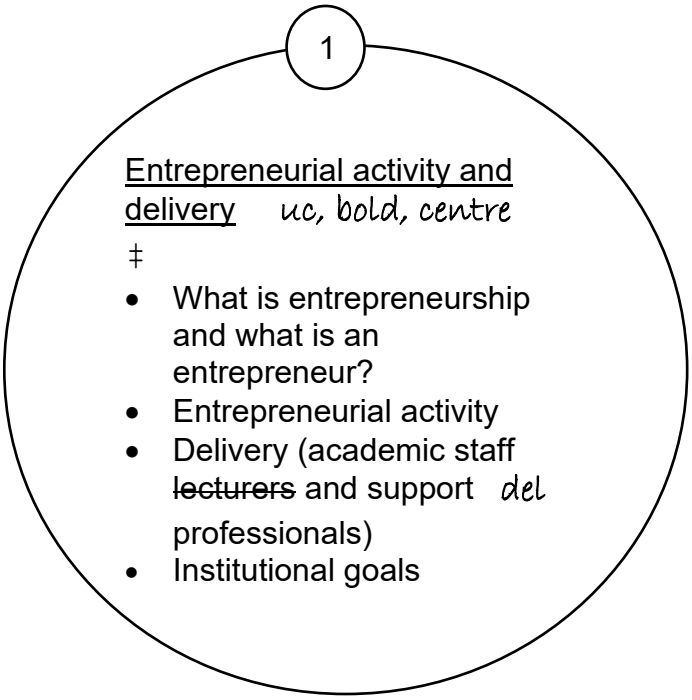
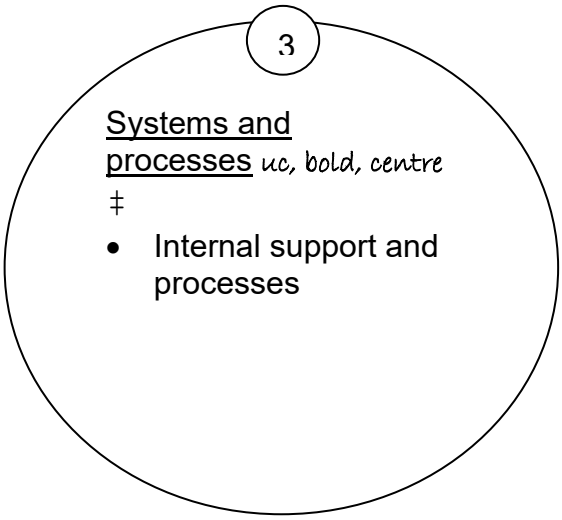
QUESTION 3 (CONTINUED)

Themes Comic Sans 18 pt, sp caps, bold, double u/line, centre
‡
Move
‡
Candidate: 1. Use Basic Shapes: Oval.
2. Content must be in 10 pt.
4. Figures in small ovals must be in 10 pt and bold.
3. Insert bullets as indicated.







The tematic design of data reporting connected ʌ to / stated aims of the project research and focused on understanding: sp ʌ directly bold trs

[40]

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QUESTION 4: PAMPHLET

TIME: 25 minutes **MARKS: 40**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: 1.0 (Except where indicated otherwise)	PAPER: A4 landscape HYPHENATION: Automatic ALIGNMENT: Left FONT: Courier New 12 pt (Except where indicated otherwise)
1. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 4 right-aligned. 2. Take ALL proofreading signs into consideration. 3. Save the document as Q4 and print. 4. Put the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create columns as indicated.

1 Landscape 1/4	2 Portrait 3/4

Summary of SA's youth development policies Lucida Fax 14 pt, uc, bold, centre in full
‡
1 Insert as indicated

Entrepreneurship Ecosystem Verdana 18 pt, sp caps, bold, double u/line, centre
‡
The implementation of entrepreneurship programmes has been recommended in national plans and strategies. ← Verdana 18 pt, centre

2 Insert as indicated

Candidate: Insert a table as indicated below. There must be 3 columns and 5 rows. All borders must be 1½ pt.

Content in column 1 must be in Tahoma 12 pt, uc, bold, shaded and centred vertically.	Content in column 2 must be in Courier New 12 pt. Shade row 1	Content in column 3 must be in Courier New 12 pt. Shade row 1

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QUESTION 4 (CONTINUED)

Row 1, column 1
Policy

Row 1, column 2
The National Development Plan 2030 (NDP) uc, u/line, centre

Row 1, column 3
The Department of Trade and Industry Youth Enterprise Development Strategy 2013-2023 } uc, u/line, centre

Row 2, column 1
Year

Row 2, column 2
2012 italics

Row 2, column 3
2013 italics

Row 3, column 1
Description

Row 3, column 2

Candidate: Insert any bullets

Move
‡
It proposes that fertile conditions for runs on
entrepreneurship and career mobility will contribute and
~~instrument~~
support entrepreneurship as a youth development ~~strategy~~. stet

/ NDP is a detailed blueprint for how SA can eliminate poverty and in full
reduce inequality by / year 2030.

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QUESTION 4 (CONTINUED)

Row 3, column 3

Candidate: Insert any bullets

~~A development~~ strategy instrument intended to foster youth economic participation by enhancing youth entrepreneurship and acelerating / growth of youth-owned and managed enterprises. — del, sp

‡

It aims to increase / number of self-employed youth to 20 per cent by 2023, as well as increase entrepreneurial culture, business managerial capacities, technical skills and talents. — use symbol

Row 4, column 1

Recommendations [include — NL

Row 4, column 2

Candidate: Insert any bullets, indent and right-align

Introducing community-based programmes to offer entrepreneurship training and life skills. — trs

Row 4, column 3

Candidate: Insert any bullets and right-align

A programme to raise awareness of entrepreneurship at an early stage as / ʌ option for economic participation endeavours. — ʌ first

Row 5, column 1

Source

Row 5, column 2

National Planning Commission, 2012 — italics

Row 5, column 3

Department of Trade and Industry, 2013 — italics

[40]

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QUESTION 5: FINANCIAL STATEMENT

TIME: 25 minutes **MARKS: 40**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: 1.0 (Except where indicated otherwise)	HYPHENATION: None ALIGNMENT: Left Except where indicated otherwise) FONT: Courier New 10 pt (Except where indicated otherwise)
1. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 5 right-aligned. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Save the document as Q5 and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Computer Technologies Ltd Arial 14 pt, uc, bold, centre in full

‡

Balance sheet as at 31/3/2023 12 pt, uc, u/line in full

‡

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QUESTION 5 (CONTINUED)

Shade column

right-align column headings, bold, italics

	Notes	2023	2022
		R'000	R'000
‡			
Assets (uc, bold, centre)		Align all figures right	
‡			
Current assets (sp caps, bold, u/line)			
Cash		225,000	110,000
Accounts receivable		280,000	295,000
Investment tax credits receivable		89,939	87,175
Inventories	2	47,500	38,500
~~costs~~			
Prepaid ~~expenses~~ (stet)		7,000	6,000
indent			
		649,439	536,675
‡			
Investment in Sentec Limited (italics)	2	10,000	10,000
‡			
Equipment and software (italics)	4	115,620	173,600
‡			
Intangible assets (italics)	5	1,600	2,000
		R766,669 (bold)	R712,285
‡			

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QUESTION 5 (CONTINUED)

Liabilities and shareholders' equity uc, bold, centre			
‡			
Current liabilities sp caps, bold, u/line			
Accounts payable and Λ liabilities Λ accrued		88,825	95,000
Government remittances payable		25,000	27,000
Deffered revenue sp		-	100,000
Current portion of loan payable	6	75,000	12,000
Owing to shareholder runs on			
(non-interest bearing [and due on demand) NL		28,000	10,000
indent			
		216,825	319,000
‡			trs
Loan payable italics	6	75,000	-
		216,825	319,000
‡			
Shareholders' equity italics			
Capital stock	8	155,000	160,000
Retained ~~income~~ earnings del		394,844	233,285
indent		549,844	393,285
bold →		R766,669	R712,285
‡			
Approved by / board uc			
‡			
Chief accounting officer uc, bold			

[40]

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QUESTION 6: AFRICAN LANGUAGE

TIME: 10 minutes **MARKS: 20**

MARGINS: LEFT: 2.54 cm/1" RIGHT: 2.54 cm/1" LINE SPACING: 1.5	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left FONT: Courier New 12 pt
1. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 6 right-aligned. 2. Key in the following. 3. Save the document as Q6 and print. 4. Put the PRINTOUT in your EXAMINATION FOLDER.	

NDAWO YOKUXHASA UMNYANGO

Inkqubo epheleleyo yesidanga sokuqala

Ikhosi(z) ngaphakathi okanye kwiinkqubo zesidanga sokuqala

Iinkqubo zokufunda ezimfutshane

Isikolo seshishini; isiseko sekharityhulamu

Isikolo seshishini; unyulo

Iinkqubo zokufunda ezimfutshane - isikolo seshishini

Isikolo seshishini kugxilwe kwhishishini

Iinkqubo zokuzibandakanya ekuhlaleni

Ukhuphiswano kwezorhwebo

Iingqungquthela zorhwebo

Icandelo lokuDlulisela ubuchwephesha

Icandelo lezorhwebo

Iziko loRhwebo noShishino

Iziko loRhwebo loLuntu

Uluntu lwe Enactus

IPaki yeSayensi

Izithuba zemisebenzi/iilebhu zokuyila

Isixhobo esikhethekileyo/iilebhu

Incubator yeshishini

[20]

TOTAL SECTION A: 200

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SECTION B

WORD PROCESSING

YOU HAVE TO WORK FAST AND ACCURATELY

			TIME	MARKS
QUESTION 7:	AFRICAN LANGUAGE	A B	9 minutes 12 minutes	15 20
QUESTION 8:	MAIL MERGE	A B + C	6 minutes 12 minutes	10 20
QUESTION 9:	DISPLAY	A B	9 minutes 12 minutes	15 20
		TOTAL	60 minutes	100

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QUESTION 7A: AFRICAN LANGUAGE

TIME: 9 minutes **MARKS: 15**

MARGINS: LEFT: 2.54 cm/1" RIGHT: 2.54 cm/1" LINE SPACING: 1.0 (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left FONT: Courier New 12 pt
1. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 7A right-aligned. 2. Key in the text. 3. Save the document as Q7A and print. 4. Put the PRINTOUT in your EXAMINATION FOLDER.	

Mizekelo esebenzayo yokufundisa:
‡
Ukufaka amagama okwenyani ukusombulula ingxaki
Ishishini lokuthengisa
Ukuncedisa ngophuhliso lweembono zenoveli
Ushishino lweshishini
Inkqubo yoQinisekiso lweeShishini
Ukusebenza
‡
Imizekelo yoqeqesho olusekwe kwizakhono:
‡
Ukufakwa kwe-4IR kwiikharityhula
Ukuzibandakanya ekuhlaleni kunye noqeqesho lophuhliso
Ulwazi ngommandla weshishini, ukuvelisa izimvo zeshishini ngokuvavanya ukuba nakho, ukusebenza kunye nokuthengisa
Uyilo lokucinga kunye nemodyuli yokuthatha inxaxheba apho abafundi babonelela ngenkxaso kunye noyilo koosomashishini abakhoyo kwicandelo lokuyila

(15)

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QUESTION 7B: AFRICAN LANGUAGE

TIME: 12 minutes **MARKS: 20**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: 1.0 (Unless otherwise indicated)	PAPER: A4 landscape HYPHENATION: None ALIGNMENT: Left FONT: As indicated
1. Retrieve the document saved as Q7A. 2. Change the QUESTION NUMBER in the header to QUESTION 7B. 3. Process according to the instructions. 4. Save the document as Q7B and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Insert a page number, use the format Page and start numbering with 25, Arial 10 pt, bottom right.

Insert a footer with a double line border from the left- to the right-hand margin and leave two lines after border.

Insert in Rockwell Extra Bold 10 pt, capital letters, centred:
Ingxelo yonyaka wokugqibela wendalo esingqongileyo

Insert in Comic Sans MS 14 pt, capital letters, bold and centred:
Umsebenzi wokugqibela nokuzonwabisa
‡
Candidate: 1. Insert THREE columns with a vertical line between columns.
2. Copy QUESTION 6 to the first column.
3. Change the font of QUESTION 6 to Arial 10 pt and single line spacing.

Column 1

NDAWO YOKUXHASA UMNYANGO[1] Berlin Sans FB 12 pt, double u/line, right-align
‡
Insert footnote 1 in Arial 9 pt
Olu phando luvavanye abantu ababesele bebandakanyekile kolu shishino

Candidate: Insert paragraph numbers and indent.
Inkqubo epheleleyo yesidanga sokuqala

Ikhosi(z) ngaphakathi okanye kwiinkqubo zesidanga sokuqala

Iinkqubo zokufunda ezimfutshane

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QUESTION 7B (CONTINUED)

Isikolo seshishini; isiseko sekharityhulamu

Isikolo seshishini; unyulo

Iinkqubo zokufunda ezimfutshane - isikolo seshishini

Isikolo seshishini kugxilwe kwhishishini

Iinkqubo zokuzibandakanya ekuhlaleni

Ukhuphiswano kwezorhwebo

Λ Iveki yabafundi kwezentengiselwano

Iingqungquthela zorhwebo

Icandelo lokuDlulisela ubuchwephesha

Icandelo lezorhwebo

Iziko loRhwebo noShishino

Iziko loRhwebo loLuntu

Λ Iziko elingasebenzi kakuhle koosomashishini

Uluntu lwe Enactus

IPaki yeSayensi

Izithuba zemisebenzi/iilebhu zokuyila

Isixhobo esikhethekileyo/iilebhu

Incubator yeshishini

Column 2

Mizekelo esebenzayo yokufundisa: Bradley Hand ICT 16 pt, uc, bold, u/line, centre

‡

Candidate: Insert any bullets and indent and change font to Arial 14 pt.

Ukufaka amagama okwenyani ukusombulula ingxaki

‡

Ishishini lokuthengisa

‡

Ukuncedisa ngophuhliso lweembono zenoveli

‡

Ushishino lweshishini

‡

Inkqubo yoQinisekiso lweeShishini

‡

Ukusebenza[2] italics

Insert footnote 2 in Arial 9 pt

Ukuphuhliswa kwesicelo seeprojekthi zabafundi

QUESTION 7B (CONTINUED)

Column 3

Imizekelo yoqeqesho olusekwe kwizakhono: Bookman Old Style 14 pt, uc, bold, italics
‡
Candidate: Insert any bullets and indent and change font to Lucida Fax 12 pt.

Ukufakwa kwe-4IR[3] kwiikharityhula u/line
‡
Insert footnote 3 in Arial 9 pt
I-4IR ithetha iSine sohlaziyo lwezoMveliso

Ukuzibandakanya ekuhlaleni kunye noqeqesho lophuhliso
‡
Ulwazi ngommandla weshishini, ukuvelisa izimvo zeshishini ngokuvavanya ukuba nakho, ukusebenza kunye nokuthengisa
‡
Uyilo lokucinga kunye nemodyuli yokuthatha inxaxheba apho abafundi babonelela ngenkxaso kunye noyilo koosomashishini abakhoyo kwicandelo lokuyila

(20)
[35]

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QUESTION 8A: MAIL MERGE

TIME: 6 minutes **MARKS: 10**

1. Create the fields/field names below.
2. Ensure that your EXAMINATION NUMBER and QUESTION 8A appear on the printout.
3. Use Arial 8 pt and landscape orientation.
4. Save the document as Q8A and print.
5. Put the PRINTOUT in your EXAMINATION FOLDER.

FIELD NAMES	CLIENT 1	CLIENT 2
INITIALS	AP	MH
SURNAME	Letsoalo	Heath
ADDRESS	PO Box 987	PO Box 654
CITY	SUNNYSIDE	CLUBVIEW
CODE	0002	0014
COURSE 1	Postgraduate degree	
COURSE 2		Undergraduate degree
COURSE 3		Short programme
COURSE 4	Business incubator	
CELL NUMBER	084 660 6161	083 456 9876
E-MAIL ADDRESS	letsoaloap@gmail.com	heath@yahoo.com

(10)

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QUESTIONS 8B AND 8C: MAIL MERGE

TIME: 12 minutes **MARKS: 20**

MARGINS: LEFT: 2.54 cm/1" RIGHT: 2.54 cm/1" LINE SPACING: 1.0 (Unless otherwise indicated)	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: None FONT: Verdana 10 pt (Unless otherwise indicated)

1. Retrieve the document QUESTION 8 that is saved in the folder INFORMATION PROCESSING N6\STUDENT FILES on the disk/hard drive.
2. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 8B right-aligned.
3. Insert the fields/field names as indicated and key in the text below. Process according to the instructions.
4. Save the document as Q8B and print. Put the PRINTOUT in your EXAMINATION FOLDER.
5. Merge the documents and save as Q8C. Change the QUESTION NUMBER in the header to QUESTION 8C. Print the merged documents and put the PRINTOUTS in your EXAMINATION FOLDER.

Candidate: Highlight and bold all field names.

MIDRAND UNIVERSITY Algerian 18 pt, bold, centre

Tel. (011) 654 2135
E-mail: midrand@gmail.com
Column 1: Comic Sans 10 pt



141 Church Street
Midrand uc
1682
Column 3: Comic Sans 12 pt, right-aligned

Candidate:
1. Change the picture as follows: Height 2.71 cm/1.07" and width 4.82 cm/1.9"
2. Insert a dash line, 2 pt around picture and centre picture.
3. Leave ONE line space after the letterhead and insert a 1½ pt line border.

‡
Insert today's date, right-align
‡
Mr/Ms «INITIALS» «SURNAME»
«ADDRESS»
«CITY»
«CODE»
‡
Dear Mr/Ms «SURNAME»
‡

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QUESTIONS 8B AND 8C (CONTINUED)

Midrand University offers entrepreneurship activities, which were assessed both qualitatively and quantitatively. u/line runs on

Entrepreneurship development delivery varies from full degree programmes within diciplines, short courses delivered through specialist units[i] sp and third-party delivery partners. [You indicated that you are NP interested in the below courses offered by the university:

Candidate: Insert endnote i with the following words in Verdana 8 pt:
Such as centres for entrepreneurship

‡

Indicate if you are still interested in the above courses by completing the below tear-off slip and e-mailing it back to the university:

Candidate: Change headings to capital letters, shade column 1 and insert an inside double border, 3 pt as indicated.

Course 1:	«COURSE_1»
Course 2:	«COURSE_2»
Course 3:	«COURSE_3»
Course 4:	«COURSE_4»

‡

Move

---

‡

Candidate: Change headings to capital letters, shade column 1 and insert an inside double border, 3 pt as indicated.

Initials and surname:	«INITIALS» «SURNAME»
Cell number:	«CELL_NUMBER»
E-mail address:	«E-MAIL_ADDRESS »

‡

Regards

‡

‡

Insert a line tab stop on 7,62 cm/3"

_____

MJ Marshall u/line

Chief Executive Officer uc, bold, italics

(20)
[30]

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QUESTION 9A: DISPLAY

TIME: 9 minutes **MARKS: 15**

MARGINS: LEFT: 2.54 cm/1" RIGHT: 2.54 cm/1" LINE SPACING: 1.0 (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: None ALIGNMENT: Left FONT: Courier New 12 pt
1. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 9A right-aligned. 2. Save the document as Q9A and print. 3. Key in the text below. 4. Put the PRINTOUT in your EXAMINATION FOLDER.	

```
Honours Level Course (full year)
Focuses on developing business leadership and management skills in a
highly entrepreneurial context.
‡
Open Online Course (10 weeks)
Free course to all students as an introduction to entrepreneurship
awareness.
‡
Boot Camp
Using lean start-up methodology for developing businesses and
products which aim to shorten product development cycles.
‡
Undergraduate Module
Technology and Innovation Course with module on the use of
innovation and technology within entrepreneurship.
‡
Business School
Focus on the growth phase of business (MBA for transitioning SMMEs).
```

(15)

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QUESTION 9B: DISPLAY

TIME: 12 minutes **MARKS: 20**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: 1.0 (Unless otherwise indicated)	PAPER: A5 portrait HYPHENATION: None ALIGNMENT: Left FONT: Arial 10 pt (Unless otherwise indicated)
1. Retrieve the document saved as Q9A. 2. Change the QUESTION NUMBER in the header to QUESTION 9B. 3. Process according to the instructions. 4. Save the document as Q9B and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Insert a page border, 1½ pt

Insert page numbers, bottom, left-aligned in Arial 10 pt, use the following format:
Page 1 of 2

Insert a header, Comic Sans Ms 8 pt, bold, double u/line, centre
Innovative delivery

Insert a footer, Bradley Hand ITC 10 pt, sp caps, bold, right-align
Findings

Insert, Algerian 14 pt, uc, bold, centre
Entrepreneurship Development
‡
Candidate:
1. Insert page numbers at the headings and indent. Content must also be indented in line with the heading.
2. Change underlined headings to capital letters and italics and increase the font size of the first letter in the heading to 14 pt and bold.

Honours Level Course (full year)
‡
Focuses on developing business leadership and management skills in a highly entrepreneurial context[i]
‡
Insert endnote i in 8 pt with the words: Candidates are required to set up and run their own business.

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QUESTION 9B (CONTINUED)

Open Online Course (10 weeks)
‡
Free course to all students as an introduction to entrepreneurship awareness.
Elephant 10 pt
‡
Boot Camp
‡ Elephant 10 pt
Using lean start-up methodology for developing businesses and products which aim to shorten product development cycles.
‡
Undergraduate Module
‡
Technology and Innovation Course with module on the use of innovation and technology within entrepreneurship[ii].
‡
Insert endnote ii in 8 pt with the words: First of its kind in South Africa

Business School
‡
Focus on the growth phase of business (MBA for transitioning SMMEs).
‡
Λ 6. Post-graduate diploma [Yearlong programme that links students to the NP
‡
Insert any bullets and indent bullets in line with the heading

insights; [ideas; [network; and [people NL
‡
who can help turn a passion for innovation into reality. uc

Candidate:
1. Insert a page break.
2. Centre page 2 vertically.
3. Insert a text box around the following text in Arial 10 pt and shade. Use a 2¼ triple border.

Role of universities and colleges Algerian 14 pt, uc, bold, right-align
‡
As universities/colleges, we have a critical role to play in the socio-economic set-up in our country. We should be the double u/line
‡

QUESTION 9B (CONTINUED)

Indent ONCE
drivers in making sure that we look at the long-term prospects; italics
‡
Indent TWO times

the ones making the changes; bold
‡
Indent THREE times

u/line
upfront, because we are the thinking institutions. uc

(20)
[35]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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