higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

11 November 2022 (X-paper)
09:00–12:00

This question paper consists of 27 pages.

079Q1B2211

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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 ARE ALLOWED TO READ THE INSTRUCTIONS

	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 QUESTIONS. INVIGILATORS WILL EXPLAIN IF NECESSARY.

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SECTION A: TYPING TECHNIQUE

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

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

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, your test will be collected and signed by the invigilator. It will be retained until the end of the examination session whereafter, in your presence, it will be placed in your EXAMINATION FOLDER.

5. Answer all the questions.

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

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

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 ONE side of a SEPARATE sheet of A4 paper only.

GENERAL

1. You may the ASCII codes.

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

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3. Use only COURIER NEW 12 pt except if indicated differently in the question paper.

4. Work fast 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 additional time will be allowed to redo lost work.

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 answer as indicated in the instructions. No answers without printed EXAMINATION NUMBERS will be marked.

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

    8.1 The EXAMINATION FOLDER with the PRINTOUTS to be marked arranged 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 SIX months.

    8.3 All other PRINTOUTS. No PRINTOUTS may be taken out of the examination room or placed in the wastepaper 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 INVIGILATOR'S INSTRUCTION BEFORE YOU TURN THE PAGE.

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TYPING TECHNIQUE

SECTION A

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: PAMPHLET	25 minutes	40
QUESTION 4: ORGANISATION CHART	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 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 completed test must be collected and signed by the invigilator at the beginning of the EXAMINATION. All pages need to be signed.

Every day carbon dioxide is produced that is released into the earth's atmosphere and which will still be there one hundred years later.

This increased content of carbon dioxide increases the warmth of our planet and is the main cause of the so-called global warming effect. One answer to global warming is to replace and retrofit current technologies with alternatives that have comparable or better performance, but do not emit carbon dioxide. We call this alternative energy.

By 2050, a third of the world's energy will need to come from solar, wind and other renewable resources. Climate change, population growth and fossil fuel depletion mean that renewables will need to play a bigger role in the future than they do today.

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QUESTION 1 (CONTINUED)

Alternative energy refers to energy sources that have no undesired consequences like fossil fuels or nuclear energy has. Alternative energy sources are renewable and are thought to be free energy sources. They all have lower carbon emissions compared to conventional energy sources. These include biomass energy, wind energy, solar energy, geothermal energy and hydroelectric energy sources. Combined with recycling, the use of clean alternative energies such as solar power systems in the home will help ensure man's survival into the 21st century and beyond.

Mankind has been crazy not to have bothered to harness the sun's energy until now. Think about this when next time you go outside on a sunny day. The light falling on your face left the sun just 8 minutes earlier. In those 8 minutes it travelled 149 668 992 million kilometres. The photons striking a PV module can be converted to electricity. As technology, a photovoltaic system is not as glitzy as a new sports utility vehicle advertised on television, but in many ways PV is much more elegant and sophisticated.

Whether for your business or your home, why not invest in solar

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QUESTION 1 (CONTINUED)

panels? Today's solar panels are bombproof and often come with a 25-year warranty or more. Your solar panels may outlive you. They are also modular — you can start with a small system and expand it over time. Solar panels are light (weighing about 9 kg), so if you move you can take the system with you.

Societies have taken advantage of wind power for thousands of years. Today, people are realising that wind power is one of the most promising new energy sources that can serve as an alternative to fossil fuel-generated electricity. The cost of wind has dropped by 15% with each doubling of installed capacity worldwide.

50 wpm

Though wind energy is now more affordable, more available and pollution-free, it does have some drawbacks. Wind power suffers from the same lack of energy density as direct solar radiation. The fact that it is a very

55 wpm

[20]

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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 differently) FONT: Arial 12 pt (Except where indicated differently)
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. Place the PRINTOUT in your EXAMINATION FOLDER.	

Job evaluation 18 pt, sp caps, bold, double u/line, centre

‡

Table 2: Job evaluation by salary band for the period runs on in full 1/4/2021 to 31/3/2022 u/line

‡

Within a nationally determined frame work / executive authority may evaluate or re-evaluate any job in an organisation. In terms of / regulations, all vacancies on salary level 9 and higher must be evaluated before they are filed. [The following table is a summary of the number of jobs that were evaluated during / year under review. Statistics are also provided for the number of ~~vacancies~~ ~~posts~~ that were upgraded or downgraded. bold sp NP ital stet ital

Candidate: Move the footnote to the end of the table

1 No posts were downgraded 3 | or 2 | upgraded 1

QUESTION 2 (CONTINUED)

Candidate: Centre column headings horizontally and vertically and change content of table to Arial 10 pt.

Shade column

uc, bold

Salary band uc, bold	Number of posts uc, bold	Number of jobs evaluated	% of posts evaluated ital	Posts upgraded[1]		Posts downgraded[1]		
				Number	% of posts evaluated	Number	% of posts evaluated	NL
Contract (Levels 1–2)	28	0	0	0	0	0	0	NL
Contract (Levels 3–5)	14	0	0	0	0	0	0	
Contract (Levels 6–8)	6	0	0	0	0	0	0	
Contract (Levels 9–12)	12	0	0	0	0	0	0	
Contract (Band A)	3	0	0	0	0	0	0	
Contract (Band B)	1	0	0	0	0	0	0	
Contract (Λ C) Λ Band	2	0	0	0	0	0	0	
Contract (Band D)	2	0	0	0	0	0	0	
Skilled ~~person~~ (Levels 3–5) del	104	9	8,7	0	0	0	0	
Highly-skilled production (Levels 6–8)	158	1,9	3	trs 0	0	0	0	
Highly-skilled supervision (Levels 9–12)	258	1	0,4	0	0	0	0	
Senior Management Service Band A	67	2	3	0	0	0	0	
Senior Management Service Band B	22	0	0	0	0	0	0	
Senior Management Service Band C	7	0	0	0	0	0	0	
Senior Management Service Band D	3	0	0	0	0	0	0	
Total uc, bold stet	~~687~~ ~~786~~	15	2,2	0	0	0	0	

Candidate: Align all figures right. **[40]**

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QUESTION 3: 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 differently)	PAPER: A4 landscape HYPHENATION: Automatic ALIGNMENT: Left FONT: Courier New 12 pt (Except where indicated differently)
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 3 (right-aligned). 2. Take all proofreading signs into consideration. 3. Save the document as Q3 and print. 4. Place the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create columns as indicated.

1 landscape ⅓	2 portrait ⅓	3 portrait ⅓

Candidate: 1. Insert numbered paragraphs as indicated with TWO letter spaces and indent.
2. Insert borders around columns.

3 Insert as indicated

Tidal power Comic Sans 14 pt, uc, bold, align right
‡
The rise and fall of / tides is steady and predictable, bold
[making tidal power a viable alternative source of energy NP ital centre
[for regions where tidal high ranges are available. NP uc trs
‡
Geothermal Comic Sans 14 pt, uc, bold, align right
‡ uc, bold
1. Roughly 1,4 by 1021 joules of heat energy flows to / earth's insert symbol
surface every year.
‡
2. Regions with ~~low~~ high levels of geothermal activity like del
‡
Candidate: Insert any bullets, indent bullets below content of paragraph and indent.
Iceland and
~~Indonesia~~ stet
~~America~~
‡

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QUESTION 3 (CONTINUED)

can tap into this geothermal energy available in magma conduits and bold
hot springs to spin turbines that generate runs on bold
electricity or provide natural heating to homes. uc

1 Insert as indicated

Candidate: Content must be centred horizontally and vertically.

Department of Energy 14 pt, sp caps, bold, double u/line, highlight text
‡ ital
Physical address: Matimba House [192 Visagie Street [Pretoria [0002 NL uc
‡ ital
Postal address: Private Bag X96 [Pretoria [0001 NL uc
‡ ital ital
Email address: info@energy.gov.za [Website: www.energy.gov.za NL

2 Insert as indicated
Solar power Comic Sans 14 pt, uc, bold, align right
‡
What better way is there to reach type I status? uc, u/line, centre
‡
From photo voltaic (PV) cells that capture photons and convert them ital
into electricity [to solar thermal energy (STE) that makes use of / ʌ heat, NP ʌ sun's
‡ uc sp ital
solar is one of / most promissing alternative energy sources on / market today. centre
‡
Wind power Comic Sans 14 pt, uc, bold, align right
‡
Today, windmills use turbines to convert rotational energy into electricity ital
that can reliably flow into a grid.

For thousands of years, humans have harnessed / wind to
‡
Candidate: Insert any bullets and indent
push sails, [mill grains and [pump water. NL
‡
Move

[40]

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QUESTION 4: ORGANISATION CHART

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 differently)	PAPER: A4 landscape HYPHENATION: None ALIGNMENT: Left FONT: Arial 12 pt (Except where indicated differently)
1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 4 (right-aligned). 2. Take all proofreading signs into consideration. 3. Key in as indicated. 4. Create the ORGANISATION CHART. 5. Save the document as Q4 and print. 6. Place the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Centre the document vertically.

Department of Energy 18 pt, sp caps, bold, centre
‡
Organisational structure uc, double u/line, centre
‡

~~director-general~~

The following entitties report to / ~~minister~~: sp stet
‡
Candidate: Insert any bullets and indent

National Nuclear Regulator (NNR) [Central Energy Fund (CEF) NL
(SOC) Ltd [National ~~waste~~ Energy Commission of South Africa (Necsa) del NL
National Radioactive ʌ Disposal Institute (NRWDI) [National ʌ Waste NL
Energy Regulator of SA (NERSA) [South African in full NL
runs on
Energy Development Institute (SANEDI)

Candidate: Move to the bottom of organisation chart

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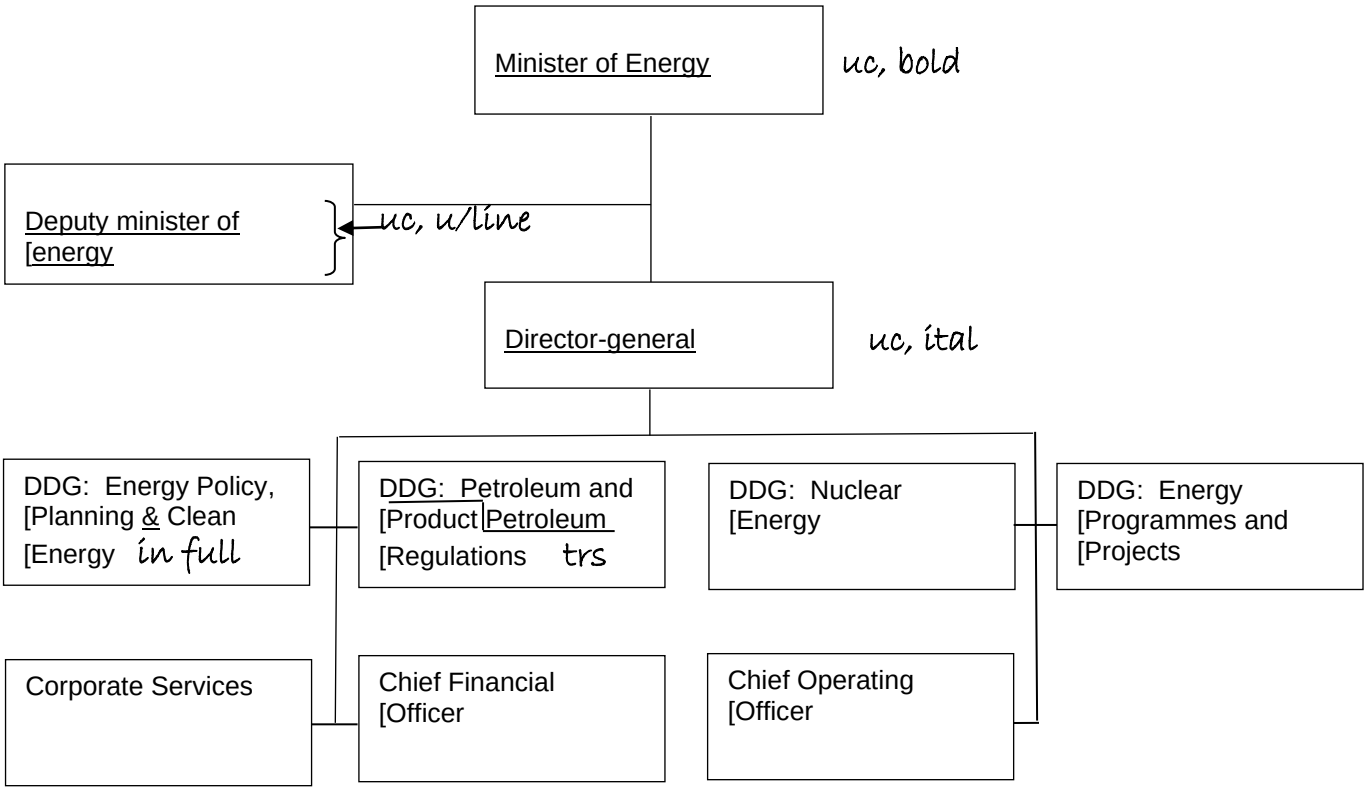
QUESTION 4 (CONTINUED)

Candidate: Change content in organisation chart to 10 pt and centre horizontally.
[= New line



‡

[40]

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 differently)	PAPER: A4 portrait ALIGNMENT: Left FONT: Courier New 10 pt (Except where indicated differently)
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. Place the PRINTOUT in your EXAMINATION FOLDER.	

Statement of financial position for / year ended 31/3/2022 } runs on 12 pt, uc, bold, double u/line, centre in full

‡

Candidate: Centre column headings horizontally and vertically.

	Note/s	2020/2021 R000	2021/2022 R000
Assets uc, bold			
Current assets u/line bold →		126 589	1 219 911
Unauthorised expenditure indent	11	14 860	14 860
Cash and cash equivalents	12	110 276	1 203 054
Other ∧ assets ∧ financial	13	-	-
Prepayments and advances	14	1 023	1 686
Receivables	15	430	311
Loans	17	-	-
Aid prepayments assistance trs	4	-	-
Aid assistance receivable	4	-	-
‡			
Noncurrent assets u/line			
Investments indent	16	2 205	2 205
Receivables	15	2 205	2 205
~~Cash~~			
~~Loans~~ stet	17	-	-
Other financial assets	13	-	-
‡			
Total assets uc, bold bold →		128 794	1 222 116

‡

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QUESTION 5 (CONTINUED)

Net assets uc, bold	bold →	2 396	2 305
Represented by: ital			
Capitalisation ~~assets~~ reserve indent del		2 205	2 205
Recoverable revenue		191	100
	bold →	2 396	2 305
Liabilities uc, bold			
Current liabilities u/line		126 398	1 219 811
Voted funds to be surrendered to the indent			
Revenue Fund	18	125 502	1 217 681
Departmental revenue and NRF runs on			
receipts to [be surrendered to the NL runs on			
Revenue Fund	19	360	1 666
Bank oferdraft sp	20	-	-
Payables	21	536	464
Aid assistance repayable	4	-	-
Aid assistance unutilised	4	-	-
‡			
Noncurrent liabilities u/line			
Payables indent	22	-	-
‡			
Total liabilities uc, bold	bold →	126 398	1 219 811
‡			

→ Move

Candidate: Shade the 2020/2021 column and align all figures right.

[40]

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 text. 3. Save the document as Q6 and print. 4. Place the PRINTOUT in your EXAMINATION FOLDER.	

AMANDLA SOLAR

Njengomthombo wamahhala wokuvuselela amandla, ubuchwepheshe buye benza uhlelo lokuxhuma amandla elanga ngokusebenzisa amapaneli elanga.

BIOMASS ENERGY

Isebenzisa izinto eziphilayo ezifana nezilwane, izitshalo futhi ziguqula zibe enye indlela yamandla engasetshenziswa.

WIND ENERGY

Amandla emimoya asetshenziselwe iminyaka emininganа ukuze kusetshenziswe amandla okuphefumula, ukuqhuma izikhukhula kanye nokwenza amandla emipompo yamanzi.

AMANDLA WE-HYDROELECTRIC

Amandla kagesi asebenzisa ukugeleza kwamanzi ukuguqula ama-turbines ekwenzeni ugesi.

I-TIDAL ENERGY

Izindleko ze-Tidal zisetshenziselwe kusukela ezinsukwini

[20]

TOTAL SECTION A: 200

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WORD PROCESSING

SECTION B

YOU NEED TO WORK FAST AND ACCURATELY

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

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QUESTION 7A: DISPLAY

TIME: 9 minutes **MARKS: 15**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: 1,0 (Except where indicated differently)	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. Save the document as Q7A and print. 3. Place the PRINTOUT in your EXAMINATION FOLDER.	

```
Advantages
‡
Renewable energy is secure and plentiful as well as hygienic to
employ in contrast to fossil fuels.
‡
Renewable energy provides the base for energy freedom.
These energy resources are stable.
As a technology, renewable energy is a substitute for fuel.
‡
Disadvantages
‡
Some type of renewable energy sources is location-based and
commercially unfeasible.
These types of energies need storage capacities.
These energy sources cause pollution.
Renewable energy frequently needs funding to make it feasible.
Some types of energy sources require a huge space.
```

(15)

QUESTION 7B: 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 landscape HYPHENATION: Automatic ALIGNMENT: Justify FONT: Courier New 12 pt (Unless otherwise indicated)
1. Retrieve the document saved as Q7A. 2. In the header, change QUESTION 7A to QUESTION 7B. 3. Process according to the instructions. 4. Save the document as Q7B and print. 5. Place the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create columns as indicated. Insert borders around the columns. Centre content in the columns vertically.

1 portrait ½	2 portrait ½

Insert a header, Bradley Hand ITC 10 pt, capital letters, bold, double u/line, centre
Advantages and disadvantages of renewable energy sources

Renewable energy sources insert, Comic Sans 14 pt, uc, bold, centre
‡
Page 1 - column 1

Advantages Arial 12 pt, sp caps, bold

Renewable energy is secure and plentiful as well as hygienic to employ in contrast to fossil fuels. ← ital
‡
Multiple types of renewable energy exist insert, u/line
‡
Candidate: Insert any bullets and indent

Renewable energy provides the base for energy freedom.
‡
These energy resources are stable.
‡
As a technology, renewable energy is a substitute for fuel.
‡

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QUESTION 7B (CONTINUED)

Page 1 - column 2

Disadvantages Arial 12 pt, sp caps, bold, right-align

Candidate: Insert any bullets and indent

Some type of renewable energy sources is location-based and commercially unfeasible.
‡
These types of energies need storage capacities.
‡
These energy sources cause pollution.
‡
Renewable energy frequently needs funding to make it feasible.
‡
Some types of energy sources require a huge space.

Page 2 - column 1

This energy is generated from **[**natural processes like insert NP u/line
‡
Candidate: Insert any bullets, indent and centre

sunlight, **[**wind[1], **[**tides[2], **[**geothermal heat[3], **[**water and also **[**various NL types of biomass.

Insert footnote 1 in 10 pt: Solar energy
Insert footnote 2 in 10 pt: Tidal energy
Insert footnote 3 in 10 pt: Geothermal energy

Page 2 - column 2

The renewable energy facts mainly include that insert bold
‡
it cannot be depleted and **[**it is constantly changed. insert, right-align NP

(20)
[35]

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 10 pt. Use landscape orientation.
4. Save the document as Q8A and print.
5. Place the PRINTOUT in your EXAMINATION FOLDER.

FIELD NAMES	VENUE 1	VENUE 2	VENUE 3
VENUE	MIDRAND HOTEL	ATLANTIS HOTEL	TABLE BAY HOTEL
PROGRAMME DIRECTOR	Prof J Mason	Dr K Anderson	Prof R Skosana
PRESENTER 1	Dr A Pillay	Prof H Harvey	Dr H Moodley
PRESENTER 2	Prof W Jansen	Mr M Voight	Prof C Maharaj
PRESENTER 3	Prof B Mashiane	Mr T Zulu	Mr E Isaacs
PRESENTER 4	Mr D Phogole	Dr S Govender	Mr G Radebe
PRESENTER 5	Dr Z de Villiers	Dr I Buthelezi	Dr L Clarke
PRESENTER 6	Mr P Raddison	Mr K Gumede	Prof N Reid

(10)

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QUESTIONS 8B AND 8C: MAIL MERGE

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 ALIGNMENT: Left HYPHENATION: None FONT: Arial 12 pt (Unless otherwise indicated)

1. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 8B (right-aligned).
2. Insert the fields/field names as indicated and key in the text below. Process according to the instructions.
3. Save the document as Q8B and print. Place the PRINTOUT in your EXAMINATION FOLDER.
4. Merge the documents and save as Q8C. In the header, change QUESTION 8B to QUESTION 8C. Print the merged documents and place the PRINTOUTS in your EXAMINATION FOLDER.

Candidate: All field names must be in bold.

Insert the following footer with a double horizontal border:

Renewable energy sources Arial 8 pt, sp caps, bold, double u/line, centre

Candidate: Insert a double page border.

«VENUE» 14 pt, centre
‡
Programme 14 pt, sp caps, bold, centre
‡
Candidate: Insert a border around text and shade.

Programme director: 14 pt, uc, bold, centre
«PROGRAMME DIRECTOR» 14 pt, centre
‡
Candidate: Insert tabular stops on 3,49 cm/1,38" and 8,57 cm/3,38" and indent. All times must be in bold.

08:00-09:00	Registration	
‡		
09:00-10:00	Introduction to renewable energy sources	«PRESENTER_1»
‡		
10:00-11:00	Solar generation analysis and prediction	«PRESENTER_2»
‡		

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QUESTIONS 8B AND 8C (CONTINUED)

11:00–12:00	Availability, distribution, generation and use of energy	«PRESENTER_3»
‡		
12:00–13:00	Combustion-related environmental issues	«PRESENTER_4»
‡		
13:00–14:00	Lunch	
‡		
14:00–15:00	Emission of carbon dioxide	«PRESENTER_5»
‡		
15:00–16:00	Climate mitigation strategies	«PRESENTER_6»
‡		
16:00	Closure	

(20)
[30]

QUESTION 9A: AFRICAN LANGUAGE

TIME: 9 minutes **MARKS: 15**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: 2,0	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. Key in the text below. 3. Save the document as Q9A and print. 4. Place the PRINTOUT in your EXAMINATION FOLDER.	

Amaqiniso kumandla omoya

Amandla womoya aqukethe ukuguqula amandla asuka emoyeni aye kwamanye izinhlobo zamandla.

I-Windmills ibilokhu isetshenziswa kusukela futhi zaqala ukwenziwa ePersia nase China.

Amandla omoya awenziwa ngaphansi njengamanje futhi unamandla amakhulu ngekusasa.

Amandla omoya ahlanganiswe kakhulu ngonjiniyela bomoya.

Amandla omoya nawo ahlukile ngeqiniso lokuthi awasebenzisi amanzi.

Ama-turbines omoya agxekwe ngenxa yezizathu ezithile.

Ama-turbines womoya agxekwe ezinye izizathu.

(15)

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QUESTION 9B: 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 indicated differently)	PAPER: 2 A5 portrait pages HYPHENATION: None ALIGNMENT: As indicated FONT: Courier New 12 pt (Unless indicated differently)
1. Retrieve the document saved as Q9A. 2. In the header, change QUESTION 9A to QUESTION 9B. 3. Process according to the instructions. 4. Save the document as Q9B and print. 5. Place the PRINTOUT in your EXAMINATION FOLDER.	

Insert page numbers, starting with 20, Comic Sans MS 8 pt, bottom, right-aligned

Insert a header, Comic Sans MS 8 pt, bold, double underline, right-aligned
Amandla omoya ahlanzekile, ukungcola kukhululekile futhi kugcwele

Insert a footer, Comic Sans MS 8 pt, italics, underline, left-aligned
Amandla omoya angumthombo wamandla ovuselelekayo

AMAQINISO KUMANDLA OMOYA Comic Sans MS 14 pt, uc, bold, centre

‡

Candidate: Insert numbered paragraphs with TWO letter spaces and indent.

Λ Iqiniso 1: Amandla womoya aqukethe ukuguqula amandla asuka emoyeni aye kwamanye izinhlobo zamandla. uc, bold

‡

Λ Iqiniso 2: I-Windmills ibilokhu isetshenziswa kusukela uc, bold

Λ ngo-2000C futhi zaqala ukwenziwa ePersia nase China. double u/line

‡

Λ Iqiniso 3: Amandla omoya awenziwa ngaphansi njengamanje futhi unamandla amakhulu ngekusasa. uc, bold

‡

Λ Iqiniso 4: Amandla omoya ahlanganiswe kakhulu ngonjiniyela bomoya. uc, bold

‡

Λ Iqiniso 5: Amandla omoya nawo ahlukile ngeqiniso lokuthi awasebenzisi amanzi[i]. uc, bold

Insert endnote in 8 pt: Zindleko zokusebenza zincane kakhulu ngemuva kokudalwa konjiniyela.

‡

QUESTION 9B (CONTINUED)

Λ Iqiniso 6: Ama-turbines omoya agxekwe ngenxa yezizathu ezithile. uc, bold
‡
Λ Iqiniso 7: Ama-turbines womoya agxekwe ezinye izizathu[ii]. uc, bold
Insert endnote in 8 pt: Kuthiwa kudala umsindo futhi kuphazamisa izakhamuzi eziseduzane. italics

Candidate: Copy the document to page 21 and do all the changes as indicated below on page 21.

AMAQINISO KUMANDLA OMOYA Arial 14 pt, sp caps, bold, highlight text, centre
‡
Candidate:

1. Change paragraph numbers to any bullets and indent.
2. Change the headings Iqiniso 1-Iqiniso 7 to Rockwell 14 pt.
3. Change content of paragraphs to Bradley Hand ITC 12 pt.
4. Align [Iqiniso 1: ... ePersia naseChina.] right.
5. Change [ePersia naseChina] to capital letters.
6. Centre [Iqiniso 3: ... bomoya.].
7. Justify [Iqiniso 5: ... izizathu[ii].].
8. Keep line spacing as on page 20.
9. Ensure that the endnotes are on both pages and it must still be [i] and [ii].

(20)
[35]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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