higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 4

12 November 2024

QUESTIONS		ALLOCATED TIME	MARKS
QUESTION 1	Timed accuracy test	10 minutes	20
QUESTION 2	Agenda for meeting	20 minutes	40
QUESTION 3	Database	40 minutes	60
QUESTION 4	Presentations	40 minutes	60
QUESTION 5	Spreadsheets	40 minutes	60
QUESTION 6	Communication	15 minutes	30
QUESTION 7	Audio Typing	15 minutes	30
TOTAL		3 hours	**300**

This marking guideline consists of 29 pages.

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INSTRUCTIONS TO MARKERS

To facilitate marking and moderation, the following must be adhered to when marking:

Manipulation:

- Use a **blue pen** for **all** manipulation commands carried out.
- Use a **tick**/s and the question number for every **correct** manipulation carried out, as indicated in the marking guideline.
- Use a **X** (cross) to mark manipulation incorrectly done.
- The **question number** must be written next to every **tick** or **X** (e.g. 1.3✓✓)

Accuracy:

- Use a **red tick** to indicate **all** accuracy marks.
- Use a **red X** to indicate **all** accuracy errors.
- For each command, the **question number** must be written next to every **tick** or **X** (e.g. 1.4 ✓✓✓✓XX).

Timed Accuracy Test:

- The TIMED ACCURACY TEST will be marked according to the given Schedule for QUESTION 1.
- A candidate failing the TIMED ACCURACY TEST, but obtaining 50% or more for the whole examination paper, is competent in the examination.
- A candidate passing the TIMED ACCURACY TEST, but failing the examination paper, FAILS the examination paper as well as the TIMED ACCURACY TEST.

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QUESTION 1: TIMED ACCURACY TEST **MARKS: 20**

NOTE: THE ACCURACY TEST MUST BE MARKED VERY CAREFULLY AS IT IMPACTS ON **THE RESULTS. MARK ACCURACY ERRORS ONLY.**

1. The mark schedule attached must be used to allocate marks.

2. When the same word is repeatedly typed incorrectly, it is penalized the first time only (once) and encircled thereafter, per question.

3. Omission of words: Count the first 5 strokes (including spaces) and thereafter every 10 strokes as 1 error each.

4. Should a word/s or a paragraph be omitted, but it appears at the bottom of the answer, only ONE accuracy error must be deducted, and it must not be penalised as an omission of words.

5. Should words or a paragraph be repeated, only ONE accuracy error must be deducted for all the words or paragraph.

6. If 40 wpm is NOT reached, count backwards for words omitted (which are penalised as errors), as indicated in the marking guideline by the numbers above the words – which indicate the errors for words omitted. The same can be done if a student has passed 40 wpm and may have ONE or TWO words to 45 wpm; however, the speed with the highest marks must be selected.

7. Indicate the speed obtained with a P/S (Pass Speed) 40 wpm/45 wpm or F/S (Fail Speed), on the student's cover page next to the mark for the speed and indicate the speed obtained next to the percentage obtained.

8. In Question 1**,** the highest mark obtained must be indicated; number of errors, the highest speed obtained as well as whether it is a pass or fail as set out below:

Pass/Fail Speed	**P/S**
No. of errors	**3**
Mark Achieved	**17/20**
WPM achieved	**40 wpm**

58%

40 wpm

9. The speed reached is endorsed on the cover of the answer sheet; next to the percentage obtained for the entire paper (within the circle), as above.

10. Do NOT penalize the following:
    - Incorrect casing (upper/lower case)
    - Incorrect letter spacing
    - Incorrect hyphenation
    - Incorrect line spacing
    - Incorrect paragraphing
    - Incorrect justification

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MARGIN OF ERRORS	5%	5%	5%
Words Per Minute	**40**	**45**	**50**
MAXIMUM ERRORS PERMITTED	**10**	**13**	**17**
MARKS PER ERROR DEDUCTED	**0,9**	**0,8**	**0,6**
POSSIBLE MARKS	**20**		
NO. OF ERRORS/MARKS DEDUCTED			
0	20	20	20
1	19	19	19
2	18	18	19
3	17	18	18
4	16	17	18
5	16	16	17
6	15	15	16
7	14	14	16
8	13	14	15
9	12	13	15
10	11	12	14
11 [Passed 40 wpm]	**10**	11	13
12	9	10	13
13 [Passed 45 wpm]	8	**10**	12
14	7	9	12
15	7	8	11
16	6	7	10
17 [Passed 50 wpm]	5	6	**10**
18	4	6	9
19	3	5	9
20	2	4	8
21	1	3	7
22	0	2	7
23		2	6
24		1	6
25		0	5
26			4
27			4
28			3
29			3
30			3
31			2
32			2
33			1
34			1
35			0

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QUESTION 1: TIMED ACCURACY TEST **MARKS: 20**

The Ryder Cup is a biennial men's golf competition between teams from Europe and the United States. The competition is contested every two years with the venue alternating between courses in the United States and Europe. The Ryder Cup is named after the English businessman Samuel Ryder who donated the trophy. The event is jointly administered by the PGA of America and Ryder Cup Europe, the latter a joint venture of the PGA European Tour, 60 percent, the PGA of Great Britain and Ireland, 20 percent, and the PGAs of Europe, 20 percent. 85 172 254 332 419 502 536

Originally contested between Great Britain and the United States, the first official Ryder Cup took place in the United States in 1927 at Worcester Country Club in Worcester, Massachusetts. The home team won the first five contests, but with the competition's resumption after the Second World War, repeated American dominance eventually led to a decision to extend the representation of "Great Britain and Ireland" to include continental Europe from 1979. 627 711 795 878 963 991

The inclusion of continental European golfers was partly prompted by the success of a new generation of Spanish golfers, led by Seve Ballesteros and Antonio Garrido. In 1973 the official title of the British Team had been changed from "Great Britain" to "Great Britain and Ireland", but this was simply a change of name to reflect the fact that golfers from the Republic of Ireland had been playing in the Great Britain Ryder Cup team since 1953, while Northern Irish players had competed since 1947. In addition to players from Great Britain and Ireland, the European team has since included players from Austria, Belgium, Denmark, France, Germany, Italy, Norway, Spain and Sweden. 1079 1167 1254 1346 1434 1522 1606 1675

Since 1979, Europe has won eleven times outright and retained the Cup once in a tied match, whilst the United States won nine times over the same period. Since 1979, Europe has won four times away on foreign soil (in 1987, 1995, 2004 and 2012), whilst the United States has won twice away on foreign soil (in 1981 and 1993). From 1995 to 2014, Europe won eight out of ten Ryder Cups. The Ryder Cup, its alternate-year non-European counterpart (the Presidents Cup), and its women's equivalent (the Solheim Cup) remain exceptions within the world of professional sports because the competing professionals receive no prize money, despite the contests being high-profile events that bring in large amounts of money in television, sponsorship, ticketing and merchandise revenue. 1789 1846 1931 2009 2095 2176 2256 2301 2388 2474

40 wpm

45 wpm

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50 wpm

The Ryder Cup was held in odd-numbered years until 1999, but it then moved to even 2563
years in 2002 after being cancelled in 2001 due to the 9/11 terrorist attacks. It moved back 2608
to odd years again in 2021, after the 2020 event was postponed due to the COVID-19 2695
pandemic. The format of the Ryder Cup has changed over the years. From the inaugural 2781
event until 1959, the Ryder Cup was a two-day competition with 36-hole 2863
matches. 2949

In 1961 the matches were changed to 18 holes each and the number of matches doubled. 3037
In 1963 the event was expanded to three days, with four-ball matches being played for the 3124
first time. This format remained until 1977, when the number of matches was reduced to 3196
20, but, in 1979, the first year continental European players participated, the format was
changed to the 28-match version in use today, with 8 foursomes/four-ball matches on the
first two days and 12 singles matches on the last day.

[20]

QUESTION 2: AGENDA FOR MEETING MARKS: 40

In this question you are required to type the Minutes of the Steering Committee Meeting. Take ALL manuscript signs into consideration.

100% (Completed)		
A	**D**	**T**
32	**8**	**40**

75% (¾ done)		
A	**D**	**T**
24	**6**	**30**

50% (½ done)		
A	**D**	**T**
16	**4**	**20**

25% (¼ done)		
A	**D**	**T**
8	**2**	**10**

ACCURACY ERRORS: -2 PER ERROR **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERROR NO.	**GROUPING OF ERRORS**
1	Paper size Margins Hyphenation off Justification: Left, right, centre, full
2	Font size/Font/type Line spacing (including spacing between paragraphs) Letter spacing
3	Paragraph numbering Bullets Indentation
4	Stet Transpose
5	Bold Centre Uppercase/spaced caps Lowercase
6	In full Spelling
7	Insert text/insert “the” Delete text Replace text
8	Paragraphs in numerical order Display closure correctly Display date correctly New Paragraph

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1 L/M 1'/2.54 cm **5 uppercase 5 bold 5 centre 2 font size 16pt** **1 R/M 1'/2.54 cm**

THE RYDER CUP GOLF COMPETITION

2 line spacing **7 insert "Committee"** **5 uppercase 6 spelling**

Notice is hereby given of a Committee meeting that will be held at the Via di Marco Hotel in the Boardroom, on Tuesday, 26 November 2024, at 15:00. **5 uppercase** **7 insert/delete text** **7 replace text**

A G E N D A **5 sp caps** **5 bold** **2 font size 14pt**

2 line spacing/2 letter spacing

1. Opening and Welcome by the Chairperson
2. Attendance register **3 indentation** **8 New paragraph**

2.1 Apologies **2 line spacing/2 letter spacing**

3. Minutes of previous meeting **4 transpose**

3.1 Amendments

3.2 Approval of minutes **3 indentation** **6 spelling**

3.3 Matters arising from previous minutes **4 stet**

4. New Matters **2 line spacing/2 letter spacing**

4.1 Dates and start time for Golf Ryder Cup **7 text in full**

* Location for tee-off teams' format **3 bullets** **3 indentation**
* Competition format **4 stet** **2 line spacing**
* Tournament coverage

4.2 Ryder Cup – How to follow tournament: **7 insert :**

4.2.1 talkSPORT will have regular updates
4.2.2 The action will be shown live on Sky Sports Golf throughout the week **7 delete paragraph** **2 line spacing** **2 letter spacing**

5. General
6. Date of next meeting

By order of the Committee **6 spelling**

2 line spacing

R. BELL **8 display closure correctly**
SECRETARY

8 insert date
Today's date in full (dd/MMMM/yyyy)

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QUESTION 3A

3.1.1 database name GOLFCLUB✓

C:\ \GOLFCUP.accdb Tuesday, 27 August 2024
Table: GOLFSET EXAMINATION NUMBER Page: 1

3.1.1 table name GOLFSET & EXAM NUMBER✓

Columns

Name	Type	Size	
GOLF CLUB CODE	Short Text	8	✓
GOLF CLUB TYPE	Short Text	15	✓
GOLF SET QUANTITY	Long Integer	4	✓
PRICE GOLF SETS	Currency	8	✓
DATE GOLF SET ORDERED	Date With Time	8	✓
GOLF SET DELIVERED	Yes/No	1	✓

3.1.2 NO primary key✓ (check data arrangement in table)

3.1.3 Print database structure✓

NOTE: See on next page how to allocate marks if the student did not print the structure.

10

GOLFSET EXAMINATION NUMBER 2024/08/27

GOLF CLUB CODE	GOLF CLUB TYPE	GOLF SET QUANTITY	PRICE GOLF SETS	DATE GOLF SET ORDERED	GOLF SET DELIVERED
DRI48	Driver	10	R4 999,00	15-Jun-23	☑
FAI49	Fairways	9	R5 499,00	23-Jul-23	☐
HYB50	Hybrid	8	R3 499,00	10-Aug-23	☑
IRO51	Irons	7	R5 999,00	14-Aug-23	☑
WED52	52 degree wedge	6	R2 799,00	15-Jun-23	☑
WED56	56 degree wedge	5	R3 100,00	23-May-23	☐
WED60	60 degree wedge	4	R4 299,00	12-Jun-23	☐
PUT58	Putter	3	R4 999,00	15-Jun-23	☑

3.1.4 column width✓ uppercase/lowercase✓ accuracy (-1 per error) ✓✓✓✓✓✓✓✓

3.1.5 print landscape orientation✓ one (1) page✓

NOTES:

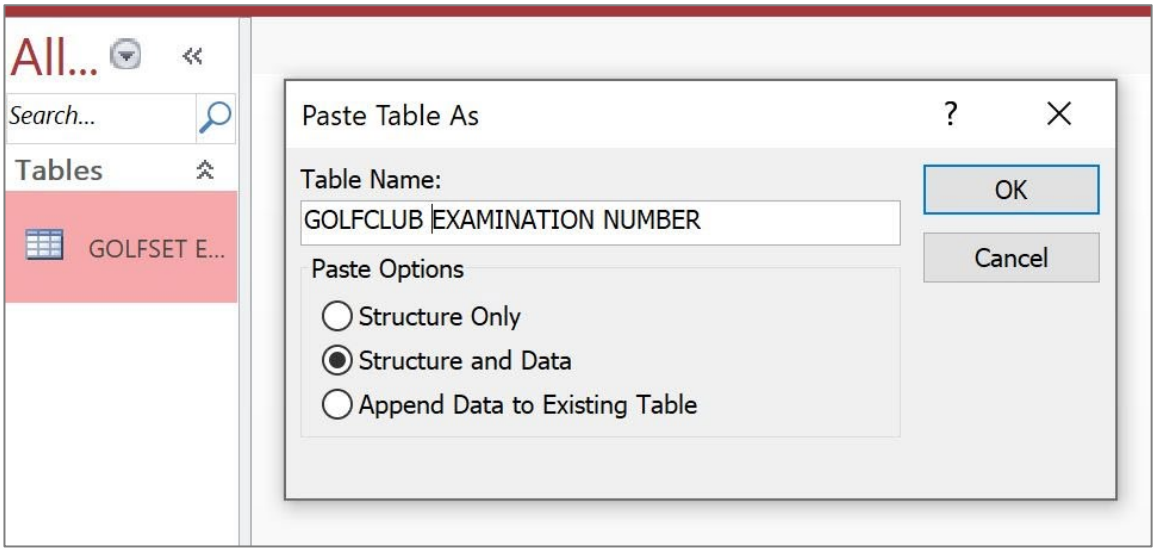
1. **If the student did not print the database structure, allocate marks here as follows: 3.1.1 field names, types and size (6 marks)**

2. **Should the candidate use MS Word to type the records, only mark accuracy Q3.1.4 without the column width**

12

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3.1.6 Copy and paste database (structure and data) ✓ table name GOLFCLUB & EXAM NUMBER✓



3.1.7 print screen ✓

3

3.1.8 delete field GOLF CLUBS DELIVERED✓

GOLFCLUB EXAMINATION NUMBER 2024/08/27

GOLF CLUB CODE	GOLF CLUB TYPE	GOLF SET QUANTITY	PRICE GOLF SETS	DATE GOLF SET ORDERED
IRO51	Irons	7	R5 999,00	14-Aug-23
HYB50	Hybrid	8	R3 499,00	10-Aug-23
FAIR47	Speed 9	9	R5 499,00	23-Jul-23
PUT58	Putter	3	R4 999,00	15-Jun-23
WED52	52 degree wedge	6	R2 799,00	15-Jun-23
DRI48	Driver	10	R4 999,00	15-Jun-23
WED60	60 degree wedge	4	R4 299,00	12-Jun-23
WED56	56 degree wedge	5	R3 100,00	23-May-23

3.1.9 change FAI49 to FAIR47✓

3.1.10 change Golf Club Type FAIR47 to Speed 9✓

3.1.11 Sort table Z-A✓ according to DATE GOLF SET ORDERED ✓

3.1.12 print in landscape orientation ✓ 1x page ✓

7

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QUESTION 3B

3.2.1 Use table GOLFCLUB✓ 3.2.2 named CLUBS and EXAMINATION NUMBER✓

CLUBS EXAMINATION NUMBER

GOLF CLUB CODE	GOLF CLUB TYPE	GOLF SET QUANTITY	PRICE GOLF SETS	DATE GOLF SET ORDERED
DRI48	Driver	10	R4 999,00	15-Jun-23
PUT58	Putter	3	R4 999,00	15-Jun-23

3.2.1 field 1✓ field 2✓ field 3✓ field 4✓ field 5✓

3.2.3 filter criterion R4999✓✓ AND #15/06/2023#✓✓

3.2.4 print landscape✓

12

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QUESTION 3C

3.3.1 use table GOLFCLUB to create report✓

3.3.2 title - accuracy✓✓ uppercase✓ centre✓

3.3.3 header – Berlin Sans FB Demi✓ font size 20pt✓

GOLFCLUB TYPES EXAMINATION NUMBER

3.3.1 field 1✓ field 2✓ field 3✓ field 4✓

GOLF CLUB CODE	GOLF CLUB TYPE	GOLF SET QUANTITY	DATE GOLF SET ORDERED
IRO51	Irons	7	14-Aug-23
HYB50	Hybrid	8	10-Aug-23
FAIR47	Speed 9	9	23-Jul-23
PUT58	Putter	3	15-Jun-23
WED52	52 degree wedge	6	15-Jun-23
DRI48	Driver	10	15-Jun-23
WED60	60 degree wedge	4	12-Jun-23
WED56	56 degree wedge	5	23-May-23



3.3.4 report footer✓ insert image✓✓ left✓

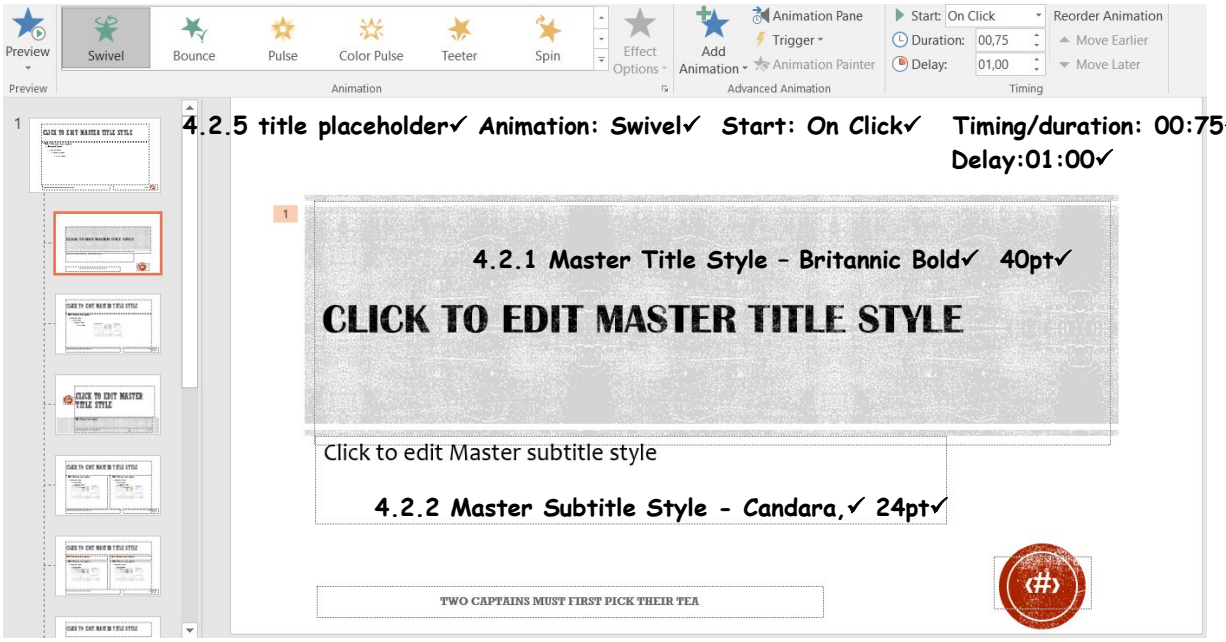
3.3.5 print portrait✓

	16
TOTAL:	60

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QUESTION 4

4.1 retrieve GOLF PRESENT✓



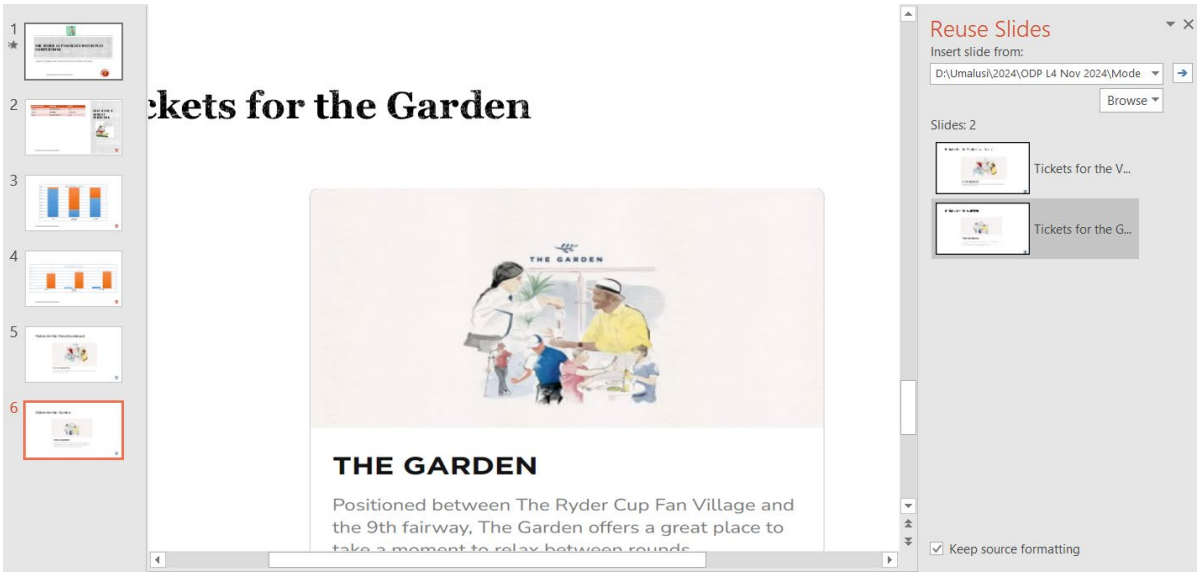
4.2.5 title placeholder✓ Animation: Swivel✓ Start: On Click✓ Timing/duration: 00:75✓ Delay:01:00✓

4.2.3 apply Slide number to ALL Slides✓ in red circle – bottom right -date removed✓

4.2.4 footer – bold centre✓ accuracy✓✓ uppercase✓ -check all printouts

4.2.6 Master view – print screen✓ in Slide Master View✓

4.2.15 reused presentations from GOLFTICKETS✓ to be Slides 5 & 6✓ print screen with navigation pane✓

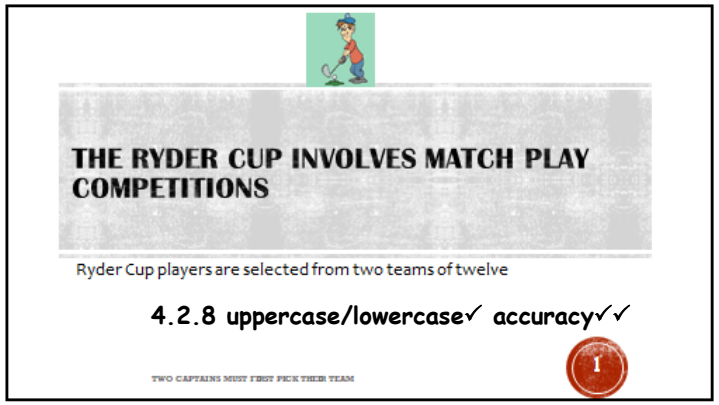


21

QUESTION 4 EXAMINATION NUMBER 2024/09/23

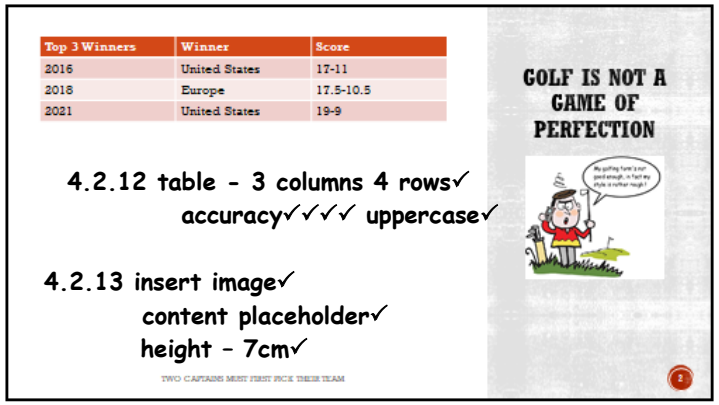
4.2.7 uppercase✓ accuracy✓✓

4.2.9 insert image✓ above placeholder✓ resized to fit✓



4.2.8 uppercase/lowercase✓ accuracy✓✓

4.2.10 insert Slide 2 – Content and Caption✓

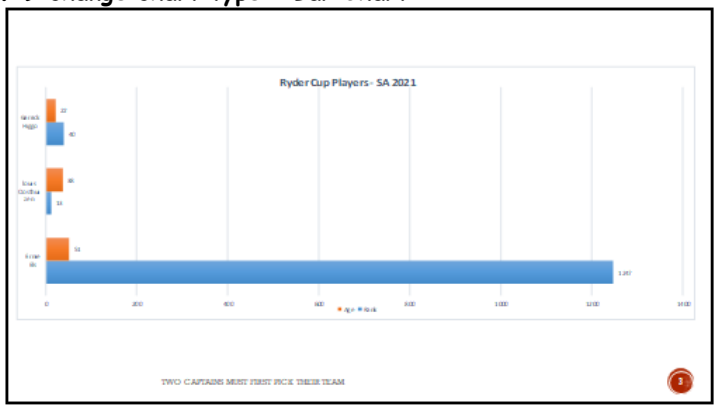


4.2.12 table – 3 columns 4 rows✓
accuracy✓✓✓✓ uppercase✓

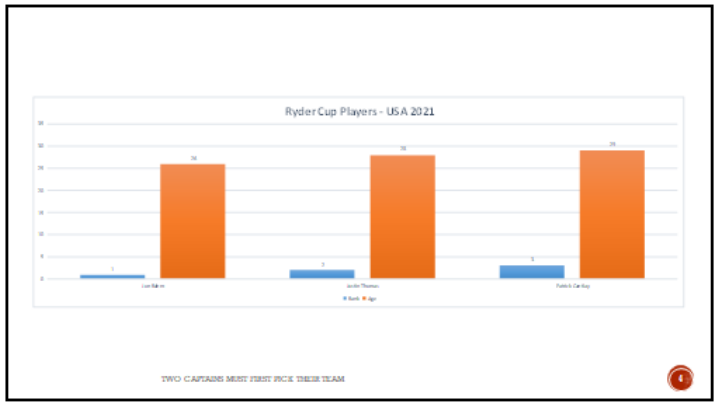
4.2.13 insert image✓
content placeholder✓
height – 7cm✓

4.2.11
bold centre✓
uppercase✓
accuracy✓

4.2.19 change chart type – Bar Chart✓



4.2.14 insert Slides 3 & 4✓ insert GOLF SA✓ and GOLF USA✓



25

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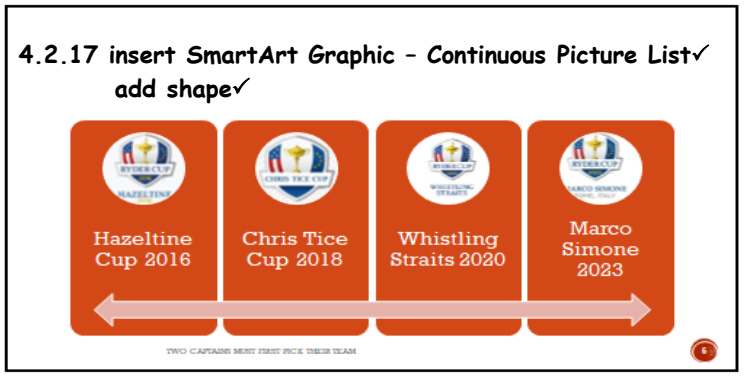
QUESTION 4 EXAMINATION NUMBER **4.2.21 header – check all printouts✓** 2024/09/22

4.2.20 delete Slide 5✓



4.2.16 insert Slide 7 – Title & Content✓

4.2.17 insert SmartArt Graphic – Continuous Picture List✓
add shape✓



4.2.18 accuracy✓✓✓✓ uppercase/lowercase✓

4.2.22 handout✓ four (4) slides horizontal✓ landscape✓

4.3 print question 4✓

	14
TOTAL:	60

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QUESTION 5: SPREADSHEETS MARKS: 60

5.1 retrieve GOLF FORMAT✓

5.1.1 (a) format title A1:C1✓ Arial Narrow 16pt✓

	A	B	C	D	E	F	G
1	**RYDER CUP 2023 GOLF TOURNAMENT**						
2	**Type of Activity**	**Date**	**Number per team Europe**	**Number per team USA**	**Winning Team scores from 20**		
3	Practice Day 1	26-Sep-23	4	6	6		
4	Practice Day 2	27-Sep-23	3	5	5		
5	Opening Ceremony	28-Sep-23	4	4	7		
6	AM fourballs matches	29-Sep-23	2	1	2		
7	PM foursomes matches	29-Sep-23	1	3	3		
8	AM fourballs matches	30-Sep-23	2	2	7		
9	PM foursomes matches	30-Sep-23	3	3	9		
10	Full day single matches	01-Oct-23	12	2	4		
11	Closing ceremony	01-Oct-23	1	1	19		
12							
13							
14	**5.1.1 (b) copy heading from GOLF to STANDINGS✓**						
15							
16	**(c) copy A15:E24 from GOLF✓ to A2 in STANDINGS✓**						
17							
18							
19							
20							
21	**(d) print screen of STANDINGS w/sheet✓**						
22							

Lowest score per day
10% of winning result

Highest score per day
95% of winning result

Golf | Standings

7

	A	B	C	D	E	F	G	H
1	**RYDER CUP 2023 GOLF TOURNAMENT**							
2	**Type of Activity**	**Date**	**Number per team Europe**	**Number per team USA**	**Winning Team scores from 20**			
3	AM fourballs matches	29-Sep-23	2	1	2			
4	PM foursomes matches	29-Sep-23	1	3	3			
5	Full day single matches	01-Oct-23	12	2	4			
6	Practice Day 2	27-Sep-23	3	5	5			
7	Practice Day 1	26-Sep-23	4	6	6			
8	Opening Ceremony	28-Sep-23	4	4	7			
9	AM fourballs matches	30-Sep-23	2	2	7			
10	PM foursomes matches	30-Sep-23	3	3	9			
11	Closing ceremony	01-Oct-23	1	1	19			
12								
13								
14		**Date**	**Number per team Europe**	**Number per team USA**	**Winning Team scores from 20**			
15	Practice Day 1	26-Sep-23	4	6	6			
16	Practice Day 2	27-Sep-23	3	5	5			
17	Opening Ceremony	28-Sep-23	4	4	7			
18	AM fourballs matches	29-Sep-23	2	1	2			
19	PM foursomes matches	29-Sep-23	1	3	3			
20	AM fourballs matches	30-Sep-23	2	2	7			
21	PM foursomes matches	30-Sep-23	3	3	9			
22	Full day single matches	01-Oct-23	12	2	4			
23	Closing ceremony	01-Oct-23	1	1	19			
24								
25								

Lowest score per day
10% of winning result

Highest score per day
95% of winning result

Lowest score per day
10% of winning result

Highest score per day
95% of winning result

5.1.2 (a) copy A2:E11✓ to A14:E23✓

5.1.2 (c) Row & Column headings✓ comments as displayed✓ one (1) portrait page✓

5.1.2 (b) footer✓ centre section✓

QUESTION 5.1.2 (a)
EXAMINATION NUMBER

7

	A	B	C	D	E	F	G
2	**Type of Activity**	**Date**	**Number per team Europe**	**Number per team USA**	**Winning Team scores from 20**		
3	Practice Day 1	26-Sep-23	4	6	6		
4	Practice Day 2	27-Sep-23	3	5	5		
5	Opening Ceremony	28-Sep-23	4	4	7		
6	AM fourballs matches	29-Sep-23	2	1	2	**Lowest score per day** 10% of winning result	
7	PM foursomes matches	29-Sep-23	1	3	3		
8	AM fourballs matches	30-Sep-23	2	2	7		
9	PM foursomes matches	30-Sep-23	3	3	9		
10	Full day single matches	01-Oct-23	12	2	4		
11	Closing ceremony	01-Oct-23	1	1	19	**Highest score per day** 95% of winning result	
12							
13							
14	**Type of Activity**	**Date**	**Number per team Europe**	**Number per team USA**	**Winning Team scores from 20**		
15	Practice Day 1	26-Sep-23	4	6	6		
16	Practice Day 2	27-Sep-23	3	5	5		
17	Opening Ceremony	28-Sep-23	4	4	7		
20	AM fourballs matches	30-Sep-23	2	2	7		
21	PM foursomes matches	30-Sep-23	3	3	9		
24							

5.1.3

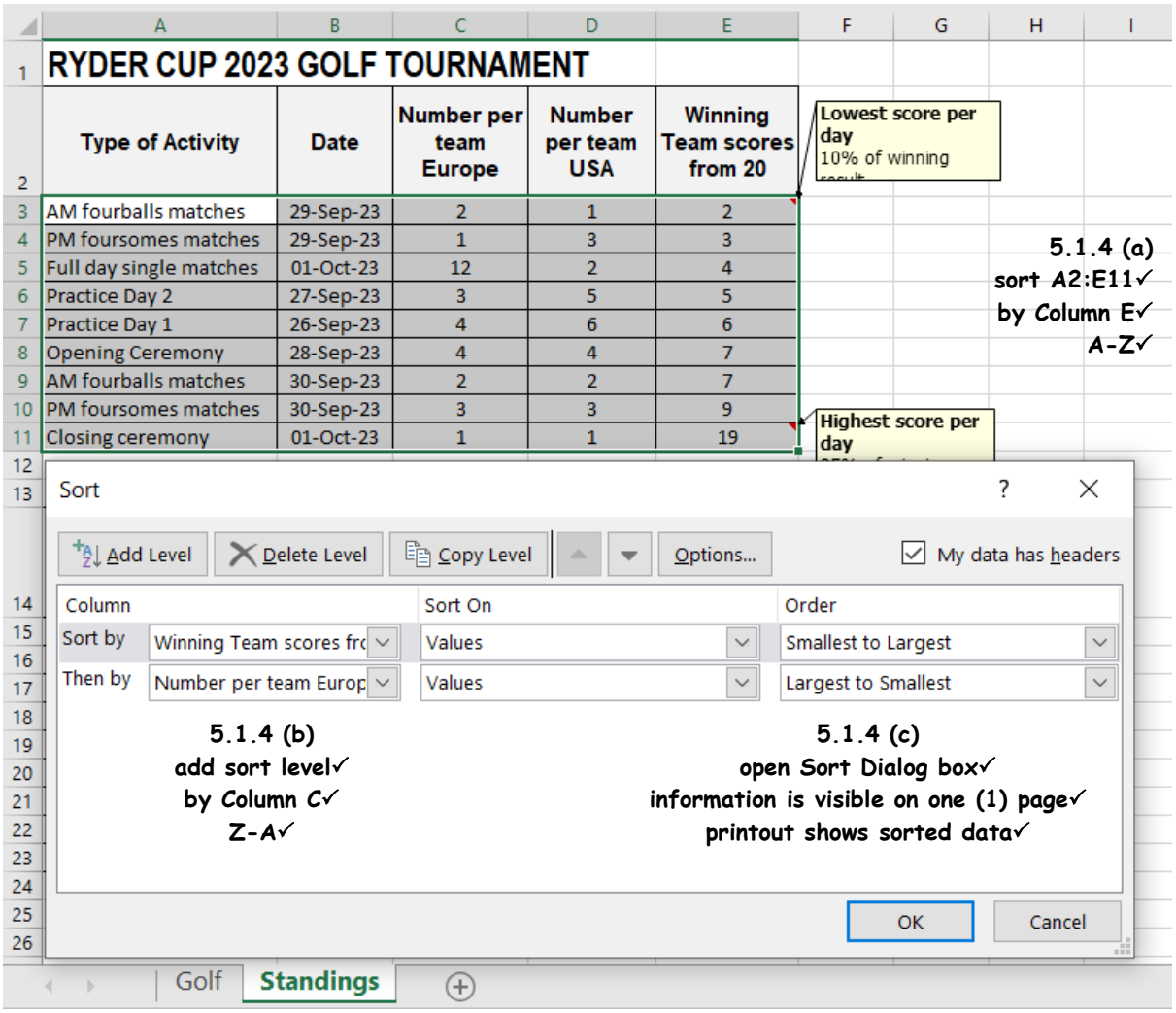
(a) filter Row 14✓

(b) filter NUMBER PER TEAM EUROPE✓ <12✓ AND >1✓

(c) filter NUMBER PER TEAM USA✓ >1✓ OR =6✓

(d) print screen✓

8



5.1.4 (a)
sort A2:E11✓
by Column E✓
A-Z✓

5.1.4 (b)
add sort level✓
by Column C✓
Z-A✓

5.1.4 (c)
open Sort Dialog box✓
information is visible on one (1) page✓
printout shows sorted data✓

5.1.4 (d) print screen✓ **entire STANDINGS w/sheet✓**

11

	A	B	C	D	E	F	G
1	**RYDER CUP 2023 GOLF TOURNAMENT**						
2	**Type of Activity**	**Date**	**Number per team Europe**	**Number per team USA**	**Winning Team scores from 20**		
3	Practice Day 1	26-Sep-23	4	6	6		
4	Practice Day 2	27-Sep-23	3	5	5		
5	Opening Ceremony	28-Sep-23	4	4	7		
6	AM fourballs matches	29-Sep-23	2	1	2		
7	PM foursomes matches	29-Sep-23	1	3	3		
8	AM fourballs matches	30-Sep-23	2	2	7		
9	PM foursomes matches	30-Sep-23	3	3	9	Winning team wins the Ryder Cup 2023 tournament.	
10	Full day single matches	01-Oct-23	12	2	4		
11	Closing ceremony	01-Oct-23	1	1	19		
12							
13							
14	**RYDER CUP 2023 GOLF TOURNAMENT**						
15	**Type of Activity**	**Date**	**Number per team Europe**	**Number per team USA**	**Winning Team scores from 20**		
16	Practice Day 1	26-Sep-23	4	6	6		
17	Practice Day 2	27-Sep-23	3	5	5		
18	Opening Ceremony	28-Sep-23	4	4	7		
19	AM fourballs matches	29-Sep-23	2	1	2		
20	PM foursomes matches	29-Sep-23	1	3	3		
21	AM fourballs matches	30-Sep-23	2	2	7		
22	PM foursomes matches	30-Sep-23	3	3	9		
23	Full day single matches	01-Oct-23	12	2	4	Winning team wins the Ryder Cup 2023 tournament.	
24	Closing ceremony	01-Oct-23	1	1	19		
25							

5.2.1 (a) delete comment in E6✓

5.2.1 (a) delete comment in E19✓

5.2.1 (b) accuracy✓✓ uppercase/lowercase✓

5.2.1 (d) Row & Column headings✓ comments as displayed✓ one (1) portrait page✓

5.2.1 (c) footer✓ right section✓

QUESTON 5.2.1
EXAMINATION NUMBER

10

	A	B	C	D	E	F	G	H
1	**RYDER CUP 2023 GOLF TOURNAMENT**							
10	Full day single matches	01-Oct-23	12	2	4		tournament.	
11	Closing ceremony	01-Oct-23	1	1	19			
12								
13								
14	**RYDER CUP 2023 GOLF TOURNAMENT**							
15	**Type of Activity**	**Date**	**Number per team Europe**	**Number per team USA**	**Winning Team scores from 20**			
16	Practice Day 1	26-Sep-23	4	6	6			
17	Practice Day 2	27-Sep-23	3	5	5			
18	Opening Ceremony	28-Sep-23	4	4	7			
19	AM fourballs matches	29-Sep-23	2	1	2			
20	PM foursomes matches	29-Sep-23	1	3	3			
21	AM fourballs matches	30-Sep-23	2	2	7			
22	PM foursomes matches	30-Sep-23	3	3	9			
23	Full day single matches	01-Oct-23	12	2	4			
24	Closing ceremony	01-Oct-23	1	1	19			
25								
26								
27								
28								
29								

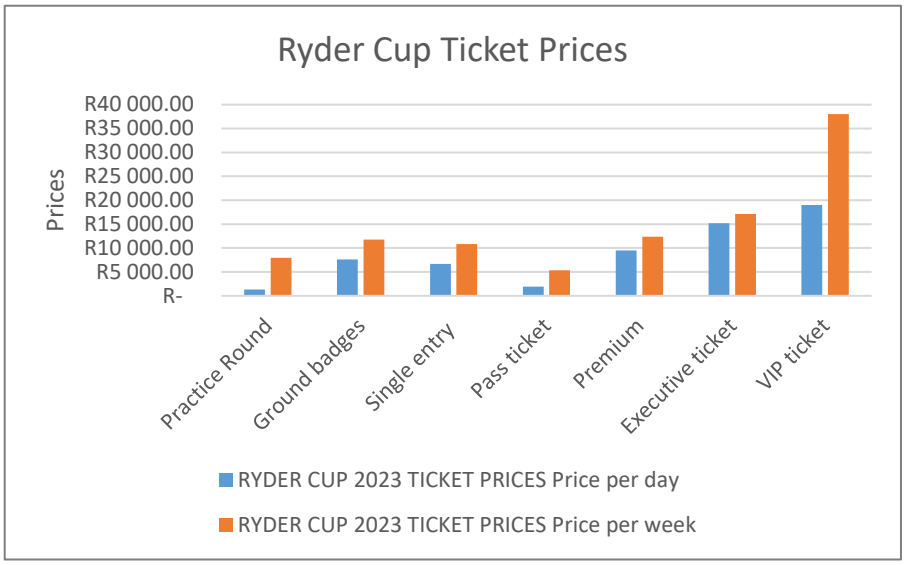
Winning team wins the Ryder Cup 2023 tournament.

Golf | Standings

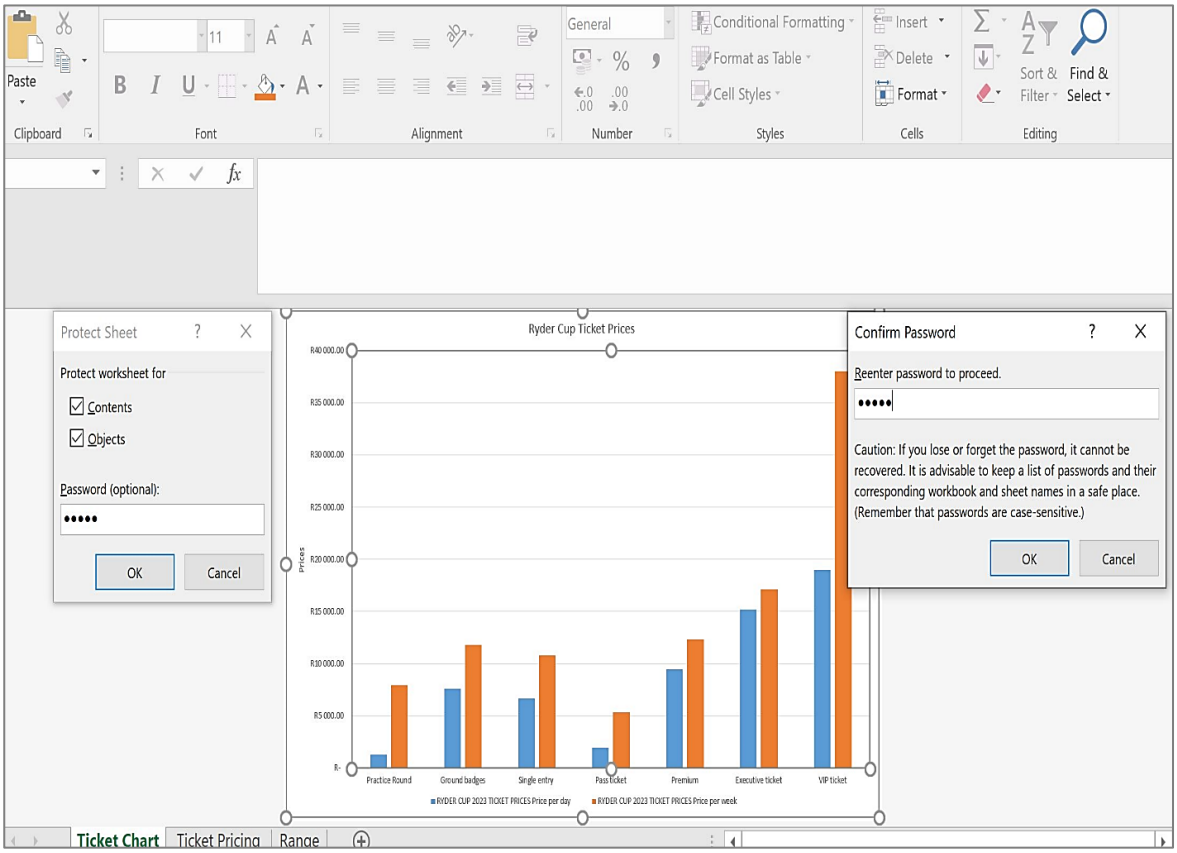
5.2.2 (a) freeze Top Row✓ in A1✓ **(b) display Rows 1,10 and 11✓**

5.2.2 (c) print screen of GOLF w/sheet✓

5.3.1 (a) copy chart✓ from TICKET PRICES w/sheet to MS Word✓



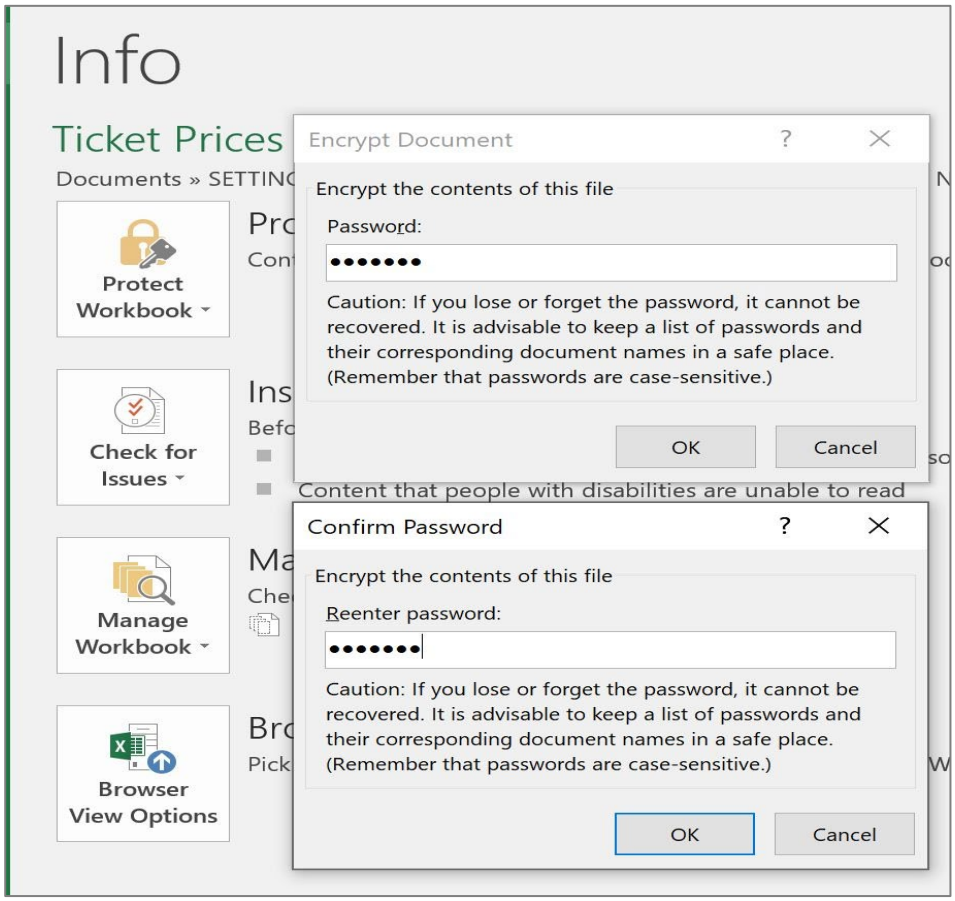
6



5.3.1 (b) protect TICKET CHART w/sheet✓ with ODP24 p/word✓ (accept 5 bullets only)

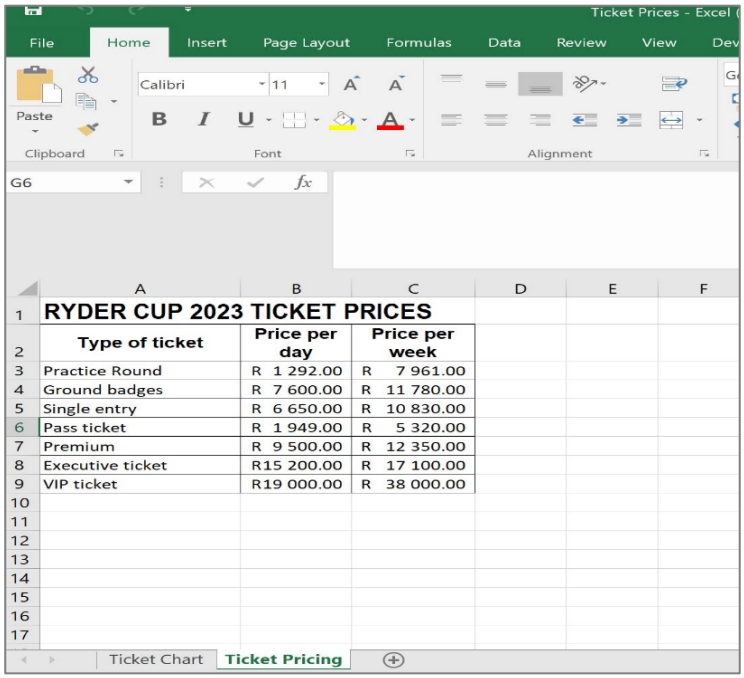
5.3.1 (c) print screen of Protect Sheet✓ and Confirm Password✓ dialog boxes

4



5.3.2 (a) encrypt workbook TICKET PRICES w/book✓ Confirm password✓ (accept 7 bullets only)

5.3.2 (b) print screen of Encrypt Document✓ & Confirm Password✓



	A	B	C	D	E	F
1	RYDER CUP 2023 TICKET PRICES					
2	Type of ticket	Price per day	Price per week			
3	Practice Round	R 1 292.00	R 7 961.00			
4	Ground badges	R 7 600.00	R 11 780.00			
5	Single entry	R 6 650.00	R 10 830.00			
6	Pass ticket	R 1 949.00	R 5 320.00			
7	Premium	R 9 500.00	R 12 350.00			
8	Executive ticket	R15 200.00	R 17 100.00			
9	VIP ticket	R19 000.00	R 38 000.00			

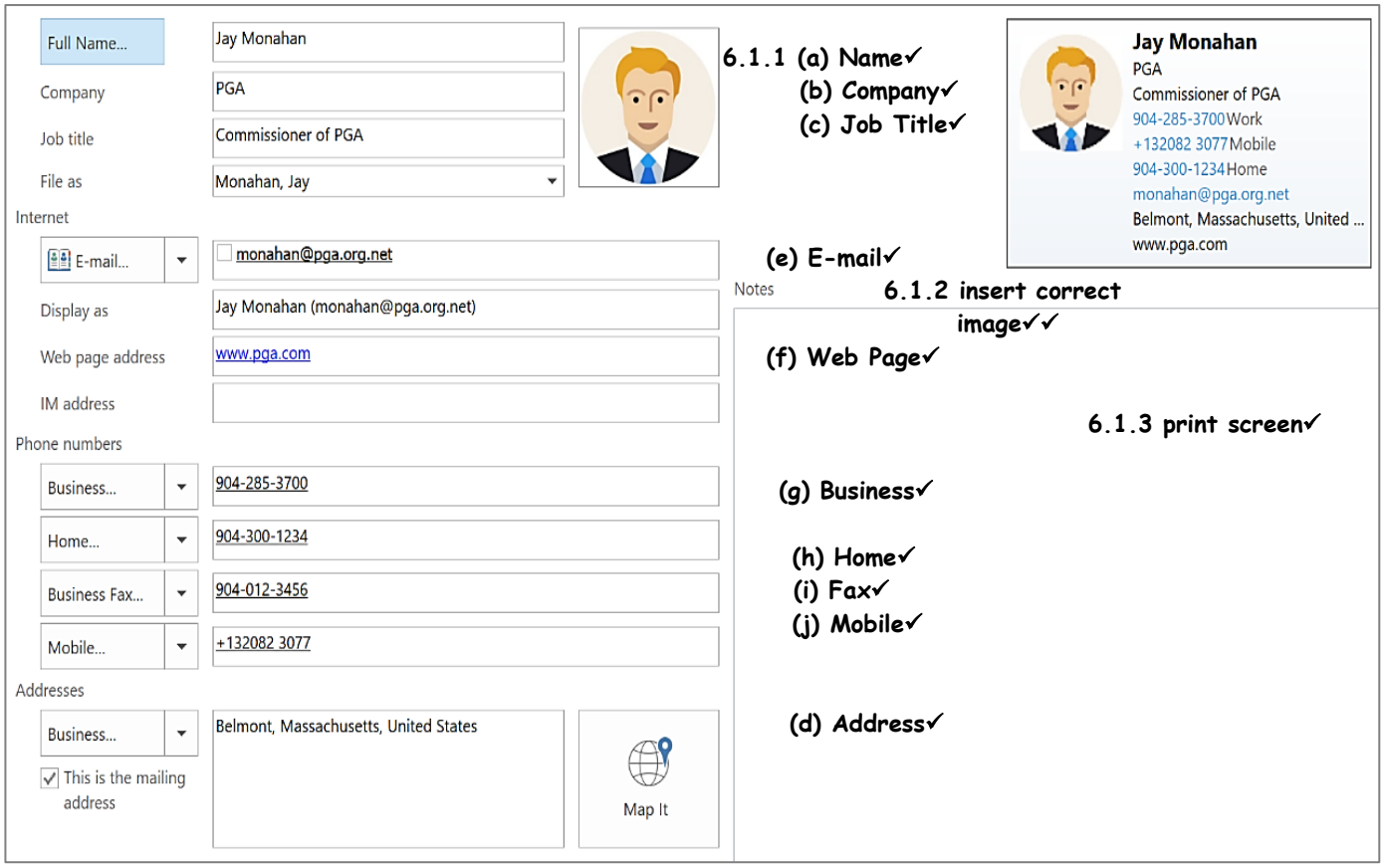
5.3.2 (b) delete RANGE w/sheet✓

5.3.2 (c) print screen with available w/sheets✓

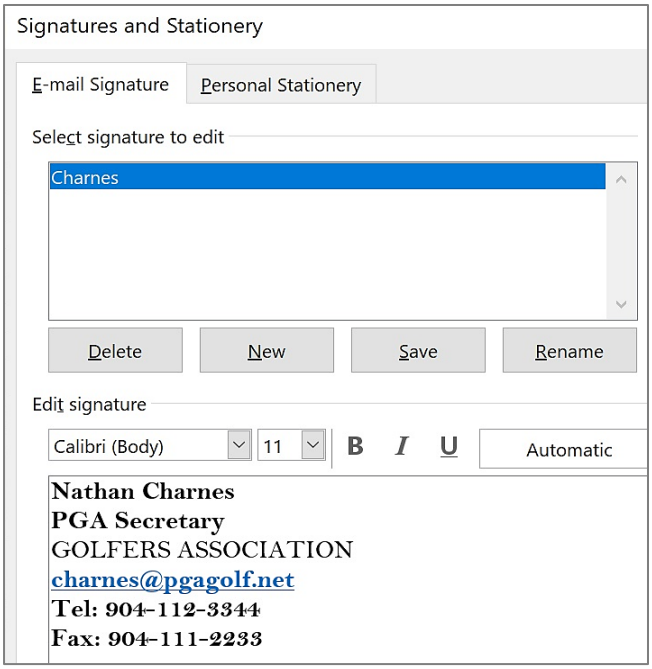
5.4 print QUESTION 5✓

	7
TOTAL:	60

QUESTION 6 MARKS: 30



6.1.1 (a) Name✓
(b) Company✓
(c) Job Title✓
(e) E-mail✓
6.1.2 insert correct image✓✓
(f) Web Page✓
6.1.3 print screen✓
(g) Business✓
(h) Home✓
(i) Fax✓
(j) Mobile✓
(d) Address✓

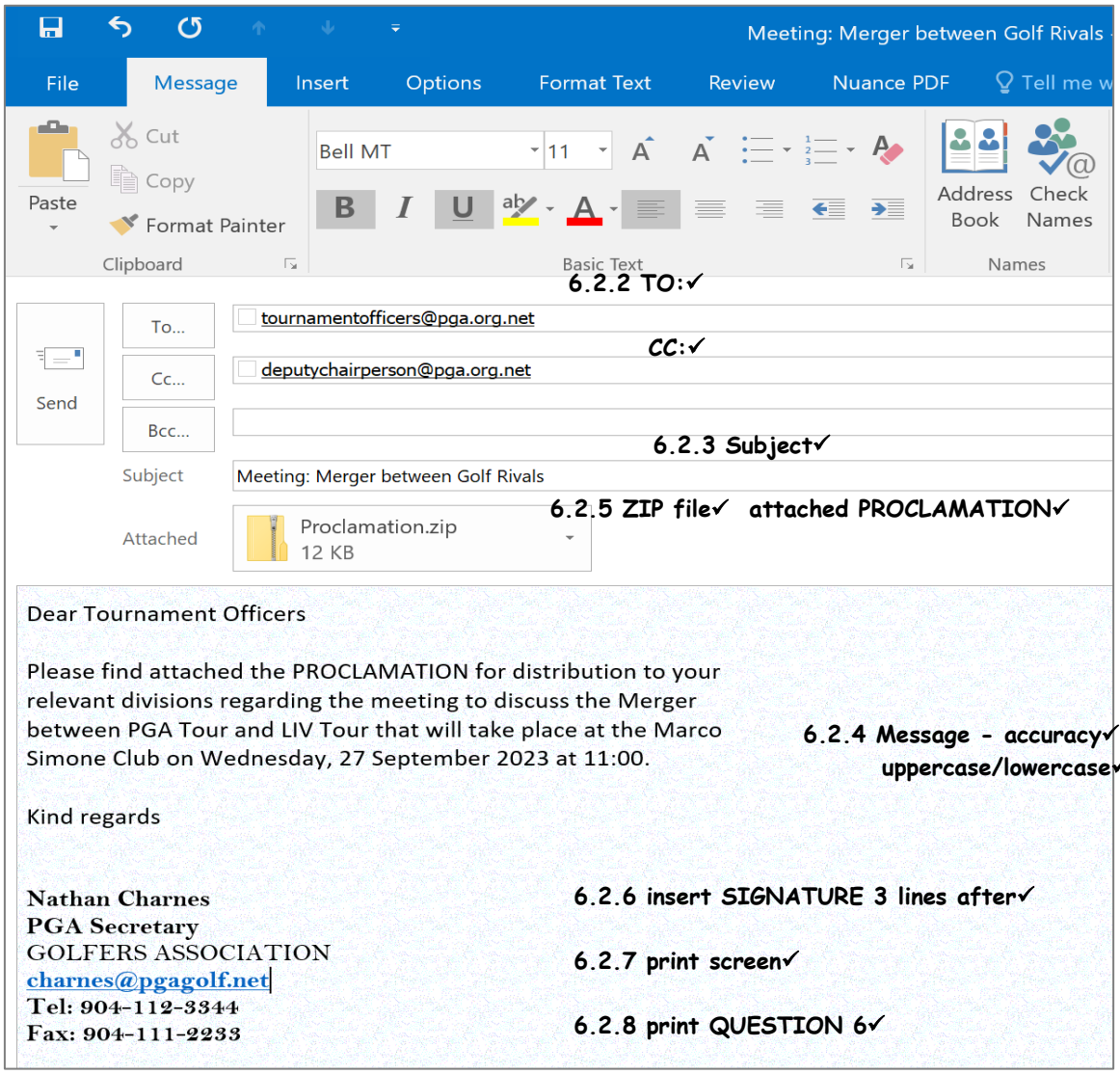


6.2.1 (i) create signature CHARNES✓

font size = 11pt✓
accuracy✓✓
uppercase/lowercase✓

(ii) print screen✓

19


Meeting: Merger between Golf Rivals
File
Message
Insert
Options
Format Text
Review
Nuance PDF
Tell me w
Cut
Copy
Format Painter
Paste
Clipboard
Bell MT
11
Basic Text
Address Book
Check Names
Names
6.2.2 TO:✓
Send
To...
tournamentofficers@pga.org.net
CC:✓
Cc...
deputychairperson@pga.org.net
Bcc...
6.2.3 Subject✓
Subject
Meeting: Merger between Golf Rivals
6.2.5 ZIP file✓ attached PROCLAMATION✓
Attached
Proclamation.zip
12 KB
Dear Tournament Officers
Please find attached the PROCLAMATION for distribution to your relevant divisions regarding the meeting to discuss the Merger between PGA Tour and LIV Tour that will take place at the Marco Simone Club on Wednesday, 27 September 2023 at 11:00.
6.2.4 Message - accuracy✓✓
uppercase/lowercase✓
Kind regards
Nathan Charnes
PGA Secretary
GOLFERS ASSOCIATION
charnes@pgagolf.net
Tel: 904-112-3344
Fax: 904-111-2233
6.2.6 insert SIGNATURE 3 lines after✓
6.2.7 print screen✓
6.2.8 print QUESTION 6✓

	11
TOTAL:	30

QUESTION 7: NOTICE OF A MEETING **MARKS: 30**

100% (Completed)		
A	**D**	**T**
24	**6**	**30**

75% (¾ done)		
A	**D**	**T**
18	**4**	**22**

50% (½ done)		
A	**D**	**T**
12	**3**	**15**

25% (¼ done)		
A	**D**	**T**
6	**1**	**7**

ACCURACY ERRORS: -2 PER ERROR **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error

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

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERROR NO.	**GROUPING OF ERRORS**
1	Fit to letterhead Paper size Margins Hyphenation off
2	Font size/ Font/type Line spacing (including spacing between paragraphs)
3	Letter spacing Bold
4	Initial capital letter Uppercase Lowercase
5	Insert date Insert salutation Centre Numbering
6	Footer Audio instructions typed

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MARCOSIMONE

Via di Marco Conference Centre

Via di Marco Simone, 251, 00131 Roma Italia, +39 0774572804. info@dimarco.it - www.dimarco.it.

╪ **1 LM (2.54 cm)** **RM (2.54 cm)**

TO: COMMITTEE **3 letter spacing 4 uppercase 3 bold**
╪ **2 line spacing**
FROM: EXECUTIVE CHAIRMAN **3 bold 4 uppercase**
╪
DATE: 20 September 2024 **5 insert date**
╪ **2 line spacing**
Dear Sir **5 insert salutation**
╪
NOTICE RYDER CUP MEETING **2 font size 14pt 3 bold 4 uppercase**
╪
The biggest team tournament in golf starts on Friday, November 8 and finishes on Sunday, November, 11.
╪
The meeting of the Board of Directors of the Ryder Cup Tournament scheduled for Wednesday, November 6, 2024, has been rescheduled to Friday, November 15, at 8 o'clock on the Ground Floor, Conference Room, Via Di Marco.
╪ **3 line spacing**
An agenda with the items to be discussed will be available forty-eight hours prior to the meeting, and will be available at the following locations:
╪ **3 line spacing 4 uppercase/lowercase**
Office of the Secretary to the Board of Directors and electronically on the website under the Tournament Section. Follow the link in this section.

6 audio instructions typed

6 Footer – Exam No. **6 Footer – Question No.**

EXAMINATION NUMBER QUESTION NUMBER

GRAND TOTAL: 300

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