higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 3

(3061023)

8 November 2022 (X-paper)
09:00–12:00

This question paper consists of 19 pages.

163Q1N2208

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TIME: 3 HOURS
MARKS: 300

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.

2. Read all the questions carefully.

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

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

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

6. The following fonts are accepted: Arial, Courier New, or Times New Roman, 12 pt. However, one type of font must be used throughout the entire question paper except where instructed to change the font.

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

8. The time allocated for the question papers is THREE hours. An additional THIRTY minutes may be allowed to a candidate for the printing of answers where a central printer is used in a venue. Printing may also be done during the THREE hours allocated to the processing of answers to prevent a queue of printing at the end of the examination.

9. During the additional printing time, candidates may only affect printing commands. No further keying in or editing may be done. It is recommended that additional invigilators who are knowledgeable about computers invigilate during the additional 30 minutes printing time to provide extra assistance and control.

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

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

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

13. QUESTION 2 to 7 must be completed in the files provided in the STUDENT FILES FOLDER. QUESTIONS 2 to 7 must be saved after completing the questions. Print and insert the PRINTOUTS in the EXAMINATION FOLDER.

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

15. At the end of the examination session, each candidate must hand in the PRINTOUTS as well as the memory sticks/flash disk (or other storage device which may have been used) with the saved answers (properly marked with the candidate's EXAMINATION NUMBER on the cover).

    If a network is used, the network manager must make a backup copy of all the candidates' work under supervision of the invigilator. (These memory sticks/flash disks and/or backup copies, for example CDs, must be handed to the examination section of that college for safekeeping for ONE year in case enquiries are made by the examiner/moderator/superintendents of education and/or Umalusi).

16. The hard drive of the computer (C:drive) may not be used for the saving of documents in the event of other groups using the same venue during more than one sitting. If the same venue is being used for different groups, then the hard drives of the computers must be checked and cleared before the next group starts with the examination session.

17. No candidate may print his/her work for another candidate, or make his/her memory stick/flash disk available to another candidate or access another candidates' work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and regulations and will be viewed in an extremely serious light.

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

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

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

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

- Press the Print-Screen button found in the top row of the keyboard [on the right-hand side of the F12 function key]
- Minimise that screen, open the answer sheet required for the answer
- Place the cursor in the position where the answer must be inserted
- Press CTRL+V on the keyboard, or click the Paste icon on the standard toolbar
- The screen print will appear in the cursor position.

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

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

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

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

DATA PROCESSING		ALLOCATED TIME	MARKS
QUESTION 1	Timed accuracy test	**10 minutes**	**20**
QUESTION 2	Information and communication using Internet Explorer	**25 minutes**	**30**
QUESTION 3	Basic concepts of computer management	**15 minutes**	**20**
QUESTION 4	Word processing: Mail Merge	**35 minutes**	**50**
QUESTION 5	Word processing: Processing functions	**35 minutes**	**60**
QUESTION 6	Spreadsheets	**30 minutes**	**60**
QUESTION 7	Presentations	**30 minutes**	**60**
TOTAL		**3 hours** (Plus 30 minutes extra for printing)	**300**

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QUESTION 1

TIMED ACCURACY TEST

DOCUMENT:	Timed Accuracy Test	**FONT TYPE:**	Courier New
LINE SPACING:	1.5-line spacing	**FONT SIZE:**	Size 12
PAPER:	A4 portrait	**MARGINS:**	Left: 1”/2.54 cm Right: 1”/2.54 cm
TIME ALLOCATED:	10 minutes	**ALIGNMENT:**	Full/justify
MARKS:	20 marks	**HYPHENATION:**	Off

INSTRUCTIONS

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

EXAMINATION NUMBER
QUESTION 1

1.2 The minimum speed requirement is 30 words per minute.

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

1.4 Save the document as QUESTION 1 in the STUDENT FILES FOLDER. Print the document and hand the PRINTOUT to the invigilator.

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SCENARIO

The following introduction is for READING purpose and an indication of where the information was taken from. DO NOT key in this information.

The Bill of Rights in South Africa's pioneering Constitution grants all citizens aged 18 and older the right to vote, but the question often asked is whether voting will really make a difference.

Of course it does! Voting gives you an opportunity to be part of decision-making that affects your life and the future of our country. If you don't vote, others will make the decisions for you.

History shows that democracies in danger of losing their freedom register frighteningly low voter turnouts. In thriving democracies, people vote in large numbers and the people's voice remains supreme

[Source: *https://www.elections.org.za/pw/Voter/Why-Vote*
https://www.elections.org.za/pw/StatsData/Voter-Registration-Statistics]

You may take your right to vote and all other rights in our Constitution for granted, but 25 years ago, most of the people in our country were not allowed to vote. Many of them were arrested and jailed for demanding this most basic human right. Others were tortured and killed. Because of their sacrifice, today you can vote simply by presenting yourself at a voting station with your ID during a registration event that puts you on the voters' roll for life, and lets you vote in every future general and by-election in your area.

You have the power to decide on the quality of life you want for yourself and your community, and even future generations. Voting is your chance to stand up for the issues you care about. This is your life: take the time to help decide what's best. Voting – rather than just venting on social media or protesting – is the best way to make your voice heard and make a positive input on the issues that concern you.

The people who go out and vote decide elections. If you do not vote, someone else will make the decision for you. If you do not vote you are stuck with other people's choices – and you cannot even complain about it because you let it happen! By participating in the electoral process as a voter, you get a say in how things are done for the next five years. Your power is in your vote.

Democracy only works if people participate. That sounds obvious, but unless people actively participate in the process, democracy does not work. It takes constant renewal among citizens to make democracy flourish.

If you are thinking that right now you have better things to do with your time and you will vote next time, think again! Five years is a long time to be stuck with something that you do not want or does not work. Just imagine what it would be like to be stuck with the same cell phone for five years, especially one with limited features. Just think how many cell phone upgrades you are going to get before you get the chance to upgrade your government!

35 wpm

Technology and connectivity mean that our generation is probably the best-informed and equipped to vote in South Africa's history. Social media and the internet are giving us access to information, which previous generations of voters did not have. You are becoming the experts ahead of your parents and grandparents. Use that expertise to make sure our country heads in the right direction!

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QUESTION 2: INFORMATION AND COMMUNICATION USING INTERNET EXPLORER

2.1 Open the ANSWER SHEET saved as QUESTION 2 in the STUDENT FILES FOLDER to record the answers to the questions below. As a header, key in your EXAMINATION NUMBER. (1)

2.2 What is the internet? (2)

2.3 Mention FIVE positive things that one can do on the internet. (5)

2.4 Indicate TWO things that are needed to connect to internet. (2)

2.5 What does ISP stand for? (1)

2.6 Explain the difference between *browsing* and *searching.* (4)

2.7 Write down the steps to follow on how to display (bookmarked) web pages. (3)

2.8 Indicate the purpose of the following:

- Web browser
- Search engine
- Online tools
- Networks (4)

2.9 Give THREE examples of any electronic social media used for communication purpose. (3)

2.10 Choose a description in COLUMN B that matches the item in COLUMN A. Write only the letter (A–G) next to the question number (2.10.1–2.10.5) in the ANSWER SHEET.

COLUMN A		COLUMN B
2.10.1		A Firefox
		B Google Chrome
2.10.2		C Internet Explorer
		D Microsoft Edge
2.10.3		E Opera
		F Safari
2.10.4		G Camino
2.10.5		

(5 × 1) (5)

[30]

QUESTION 3: BASIC CONCEPTS OF COMPUTER FILE MANAGEMENT

3.1 Open the ANSWER SHEET saved as QUESTION 3 from the STUDENT FILES FOLDER and paste the answers to the following question in the ANSWER SHEET. As a header, key in your EXAMINATION NUMBER (left-aligned) and the QUESTION NUMBER (right-aligned). (1)

3.2 Open the main folder, VOTING, and create the sub-folders, REGISTRATION SERVICE and DOCUMENTATION. (2)

3.3 Change the view layout of all folders to content. Make a screen print and past it in the ANSWER SHEET. (2)

3.4 Move the files from the folder, ONLINE VOTER, to DOCUMENTATION. (1)

3.5 Make screen print of the folders ONLINE VOTER and DOCUMENTATION and past it in the ANSWER SHEET. (2)

3.6 Duplicate the file, SMARTCARD ID inside the DOCUMENTATION sub-folder. Make a screen print and past it in the ANSWER SHEET. (2)

3.7 Open the DOCUMENTATION folder, arrange files in descending order. Make a screen print to show the copied file and paste it in the ANSWER SHEET. (2)

3.8 Delete the files from the LOCAL IEC folder. (1)

3.9 Open the recycle bin and show all text files deleted from the LOCAL IEC folder. Change the files view to large thumbnails. Make a screen print and past it in the ANSWER SHEET. (2)

3.10 Restore all files deleted from the LOCAL IEC folder and make a screen print after this action. Past the screen print in the ANSWER SHEET. (2)

3.11 Find the STUDENT FILES FOLDER, compress the files into a folder and save it as OFFICE DATA PROCESSING L3. (1)

3.12 Copy the compressed file to the STUDENT FILES FOLDER. (1)

3.13 Make a screen print of the dialog box after copying the compressed file into the STUDENT FILES FOLDER. Past the screen print in the ANSWER SHEET. (1)

3.14 Print QUESTION 3 and place the PRINTOUT in your examination folder.

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QUESTION 4: MS WORD – MAIL MERGE FUNCTION

QUESTION 4A

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

VOTER	VOTING STATION	PROVINCE	DATE	TIME
Sindube G	Mangwedi Primary School	Limpopo	01 November 2021	07:00–21:00
Stellenburg P	Odirile Pre School	North West	01 November 2021	07:00–21:00
Troos K	Riet Vlei Farm School	Free State	01 November 2021	07:00–21:00
Kemp J	Alfons Primary School	Western Cape	01 November 2021	07:00–21:00

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

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

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

QUESTION 4B

4.4 Use the mail merge feature in MS Word to key in the main document as indicated.

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

4.4.2 Use font Century Gothic, 12 pt to key in the invitation. (2)

4.4.3

INVITATION TO VOTE

<<VOTER>>

The Constitution of South Africa grants all citizens aged 18 years and above an opportunity to participate in the election. It is against this background that you are encouraged to come and cast your vote at your registered voting station.

Remember to bring along your identity document.

Voting will take place as follows:

<<VOTING STATION>>
<<PROVINCE>>
<<DATE>>
<<TIME>>

(10)

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

<<VOTER>>
<<VOTING STATION>>
<<PROVINCE>>
<<DATE>>
<<TIME>> (5)

4.4.5 Format the merge fields to italic and bold. (2)

4.4.6 Copy the VOTE image from the STUDENT FILES FOLDER and paste it at the top right corner of your invitation. (2)

4.4.7 Resize the image height to 3,1 cm/1.22" and width to 2,8 cm/1.1". (2)

4.4.8 Format the picture effects to Soft Edge 10 pt. (2)

4.4.9 Apply a border to the invitation as indicated. (1)

4.4.10 Insert the following information at the bottom centre of the invitation:

VOTE FOR CHANGE (3)

4.4.11 Print the primary document on ONE A4 portrait page and save it as QUESTION 4B. Place the PRINTOUT in your EXAMINATION FOLDER. (2)

QUESTION 4C

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

4.6 Merge the primary document with the data source to create a final document. (1)

4.7 Print the final merged document displaying ONLY Free State and North West. Place the PRINTOUTS in your EXAMINATION FOLDER. (2)

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QUESTION 5: MS WORD – PROCESSING FUNCTION

5.1 Retrieve the document saved as VOTING PROCESS from the STUDENT FILES FOLDER. (1)

5.2 Edit the document as indicated in the instructions below:

5.2.1 Change the font of the entire document to Arial Narrow, size 12. (2)

5.2.2 Centre and underline the main heading. (2)

5.2.3 Change the line spacing of paragraph 1 to double line spacing and centre the paragraph horizontally. (2)

5.2.4 Dotted underline all the paragraph headings. (1)

5.2.5 Find the word, ID book, and replace it with Identity Document book in bold. (1)

5.2.6 As a footer, key in your EXAMINATION NUMBER left-aligned and QUESTION 5 right-aligned. (3)

5.2.7 Change the top and bottom margin of page1 to 1 cm/0.39". (2)

5.2.8 Insert a page break after paragraph 1. (1)

5.2.9 Re-arrange paragraphs in numerical order. (1)

5.2.10 Paragraph 2. Delete the sentence '(one for a ward councillor … council election'. (1)

5.2.11 Change the orientation of page 2 to landscape. (1)

5.2.12 Use paragraph 2, 3 and 4 on page 2 to create THREE columns with a vertical line in between each column. (2)

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

5.2.14 Activate the automatic hyphenation function to provide an equal right margin for the entire document. (1)

5.2.15 Right-align paragraph 5 and its heading. (1)

5.2.16 Insert a second page break. (1)

5.2.17 Retrieve the file, TOP FIVE POLITICAL PARTIES from the STUDENT FILES FOLDER and edit it as follows: (1)

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5.2.18 Insert the following heading in the table:

TOP FIVE POLITICAL PARTIES IN SOUTH AFRICA (2)

5.2.19 Change the font of the main heading to Arial Black, 16 pt and centre. (3)

5.2.20 Insert the following footnote below the top five political parties table and change the text to italic.

National Assembly – 2019 (3)

5.2.21 Change the font and font size of the table to Ink Free, 11 pt. (2)

5.2.22 Apply a border style of 3 pt around the table. (2)

5.2.23 Bold the text in the table. (1)

5.2.24 Leave TWO spaces after the table and type the heading 'National level registration' using Gray 50%, Sharp Bevel WordArt. (4)

5.2.25 Leave TWO spaces and use SmartArt graphic to insert a vertical box list as indicated below. (12)



5.2.26 Apply SmartArt style Cartoon and bold the text. (2)

5.2.27 Insert the page number top centre of the entire document. Do not show a number on the first page. (3)

5.2.28 Print the document and place the PRINTOUT in your EXAMINATION FOLDER. (1)
[60]

QUESTION 6: SPREADSHEET

QUESTION 6A

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

6.1.1 As a header, key in your EXAMINATION NUMBER and the QUESTION NUMBER centre-aligned in the spreadsheet as follows:

EXAMINATION NUMBER
QUESTION 6A (2)

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

6.1.3 Change the main heading font to Wide Latin, 14 pt and bold. (3)

6.1.4 Insert TWO open rows after the heading. (1)

6.1.5 Merge and centre the headings to the width of the spreadsheet. (1)

6.1.6 Insert a sub-heading in row 3 as follows:

REGISTERED POPULATION in column A
16 535 289 in column B (2)

6.1.7 Insert column C as indicated.

SEATS
230
84
44
14
10

(2)

6.1.8 Right-align all the figures. (1)

6.1.9 Bold and centre the column headings. (2)

6.1.10 Apply 25% shading to the column headings. (1)

6.1.11 Format rows 11 to 14 height to 1,06 cm or 40 pixels. (1)

6.1.12 Format rows 11 to 14 to italics and underlined. (2)

6.1.13 Find and replace the abbreviations, EFF with Economic Freedom Fighters and DA with Democratic Alliance. (2)

6.1.14 Save the spreadsheet and print it in portrait orientation with row and column headings and gridlines. (2)

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QUESTION 6B

6.2 Retrieve the spreadsheet saved as QUESTION 6A and change the QUESTION to 6B. (1)

6.2.1 As a footer, insert National Assembly 2019 left-aligned. (2)

6.2.2 Sort column A with corresponding figures using descending order. (1)

6.2.3 Format the sub-heading to bold. (1)

6.2.4 Use absolute cell referencing in D6 to calculate % SUPPORT of each party VOTES as a percentage of the REGISTERED POPULATION. (1)

6.2.5 Use the Autofill function to copy the formulae from D6:D10. (1)

6.2.6 Use a function in B11 to determine the AVERAGE of VOTES. (1)

6.2.7 Use a function in B12 to calculate the number of PARTIES. (1)

6.2.8 Use a function in B13 to calculate the party with the HIGHEST VOTES. (1)

6.2.9 Use a function in C14 to calculate the party with the LOWEST SEATS. (1)

6.2.10 Display % SUPPORT column as a % with 0 decimals. (2)

6.2.11 Adjust column widths to fit the spreadsheet on ONE A4 landscape orientation. (1)

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

QUESTION 6C

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

6.3.1 Display the formulae. (5)

6.3.2 Adjust the column to ensure that all formulae are legible. (1)

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

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QUESTION 6D

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

6.4.1 Create a Pie Chart indicating the seats occupied by each party. (2)

6.4.2 Insert the following chart title:

ELECTION STATISTICS SA
EXAMINATION NUMBER
QUESTION 6D (3)

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

6.4.4 Display the legend on the right-hand side. (2)

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

[60]

QUESTION 7: PRESENTATION

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

7.2 Slide 1: Title slide (1)

7.2.1 Key in the heading of the slide using font Arial Black, 44 pt in upper case and italics:

Municipal elections (4)

7.2.2 Key in the sub-heading below in the placeholder using font size 40 pt, bold and shadow effect.

Date: 01 NOVEMBER 2021 (4)

7.3 Slide 2: Title and Content (1)

7.3.1 Key in the heading of the slide in upper case, underline and centre:

What is Electoral Commission of South Africa? (4)

7.3.2 Key in the following text in the placeholder:

The Electoral Commission of South Africa is South Africa's election management body, an independent organisation established under chapter nine of the Constitution. (4)

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7.3.3 Key in the following note to Slide 4:

It conducts elections to the National Assembly, provincial legislatures, and municipal councils. (2)

7.4 Make a screen print of Slide 4 and paste it in Microsoft Word. As a header, key in your EXAMINATION NUMBER and QUESTION 7.4.1. (2)

7.5 Slide 3: Title and Two Content (1)

7.5.1 Key in the heading in the title placeholder: REGISTERING AND VOTING SAFELY DURING COVID-19 PANDEMIC. (2)

7.5.2 Insert the following text in the placeholder on the left:

Wear a mask when you register and vote
Keep a distance of 1.5 m
Wait for your turn
Liquid sanitizer will be provided
Bring your own pen (6)

7.5.3 Apply Hallow Square bullets to the text. (2)

7.5.4 Copy the image, VOTE, from the STUDENT FILES FOLDER and insert it in the placeholder on the right. (2)

7.5.5 Format the picture effect to Pencil Grayscale Artistic Effect and adjust it to fit the placeholder. (2)

7.6 Import Slides 1 and 2 from the presentation named, ELECTION, in the STUDENT FILES FOLDER to become Slide 4 and 5. (2)

7.6.1 Apply a 6 pt border to Slide 5 heading and right-align. (2)

7.6.2 Convert the text in Slide 5 to Continuous Picture List SmartArt. (2)

7.7 Slide 6: Title only. (1)

7.7.1 Key in the title of the slide in bold as: CHOOSE THE PARTY THAT WILL BRING CHANGE. (2)

7.7.2 Insert right arrow shape in the centre of the slide. (2)

7.7.3 Format the shape WordArt style to Black, text 1, shadow. (1)

7.7.4 Insert the text into the shape: VOTING STATION DIRECTIONS (2)

7.7.5 Adjust the shape height to 6.2 cm/5.44” and width to 16 cm/6.02”. (2)

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

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7.9	Apply Parallax design/theme to the presentation.	(2)
7.10	As a footer to the presentation, key in your EXAMINATION NUMBER and QUESTION 7.	(1)
7.11	Save and print the presentation as handouts with TWO slides per page. Place the PRINTOUTS in your EXAMINATION FOLDER.	(2) **[60]**

TOTAL: 300

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