higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 4

(3061024)

16 November 2023 (X-paper)
09:00–12:30

The question paper must be handed to candidates 30 minutes before the commencement of the examination session.

A student folder with files loaded on a memory stick/flash disk/network drive for the candidate's use is also provided.

This question paper consists of 18 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
OFFICE DATA PROCESSING
NQF LEVEL 4
TIME: 3 HOURS
ADDITIONAL ½ HOUR FOR PRINTING ONLY
MARKS: 300

INSTRUCTIONS AND INFORMATION

1. Candidates must be given 30 minutes to read these instructions before commencing with the actual examination.

2. Read all the questions carefully and answer all the questions.

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

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

5. Scripts with handwritten EXAMINATION NUMBERS will not be accepted or marked. Scripts with different watermarks for the same candidate will be regarded as an irregularity.

6. The following fonts will be 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 are to retrieve and use the various files loaded on their memory stick/flash disk/network drive (whichever one is used) to effect various commands as per instruction for the applicable questions.

8. The time allocated for the question paper is THREE hours. An additional THIRTY minutes may be allowed 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 for printing at the end of the examination.

9. During the additional printing time, candidates may only execute 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 THIRTY minutes printing time to provide assistance and control.

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

11. Printouts to be marked must be arranged in the same order as that of the questions in the question paper and put in the candidate's EXAMINATION FOLDER (only ONE printout per question or subsection of a question may be handed in). At the end of the examination all printouts on which errors occurred and which should not be marked together with the question paper must be handed to the invigilator. No printouts whatsoever may be removed from the EXAMINATION ROOM or put into waste-paper bins.

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

13. At the end of the examination session, each candidate must hand in the printouts as well as the memory stick/flash disk (or other storage device which may be 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 the campus for safekeeping for ONE year in case enquiries should be made by the examiner/ moderator/superintendents of education and/or Umalusi.)

14. The hard drive of the computer, i.e. drive C, including My Documents, may not be used for the saving of documents in the event of other groups using the same venue during more than one session. If the same venue is being used for different groups, the hard drives of the computers must be checked and cleared before the next group commences with the examination session.

15. 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 candidate's 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.

16. Candidates are reminded to save their work regularly to prevent loss of work.

17. Candidates are encouraged to use the spell check on each completed question before printing. Marks are deducted for work that is not accurately typed.

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18. Print screen images must be large enough to enable markers to read it and allocate marks.

19. **HOW TO USE THE PRINT SCREEN FUNCTION**

Follow the following instructions to print a dialog box when a print screen is requested during the answering of a question:

- Press the print screen button found on the top row of buttons on the keyboard. It is the button on the right-hand side of the F12 function key.
- Minimise that screen, open the ANSWER SHEET required for the answers.
- Place the cursor at the position where the answer must be inserted.
- Press CTRL+V on the keyboard OR click the Paste icon on the standard toolbar. The Snipping Tool may also be used.

QUESTIONS		**ALLOCATED TIME**	**MARKS**
QUESTION 1	Timed accuracy test	10 minutes	20
QUESTION 2	Minutes of meeting	20 minutes	40
QUESTION 3	Database	40 minutes	60
QUESTION 4	Spreadsheets	40 minutes	60
QUESTION 5	Presentations	40 minutes	60
QUESTION 6	Communication	15 minutes	30
QUESTION 7	Audio typing	15 minutes	30
TOTAL		3 hours (30 minutes extra for printing)	300

SCENARIO

You are the project secretary to the National Manager of the WorldSkills South Africa Project who deals with arrangements for the South African Competition. You have to complete the following administrative tasks:

- Typing of all meeting documents
- Making use of appropriate software to type the recorded documents
- Keeping records using a database program and spreadsheets
- Edit the presentations that the company uses
- Manage your manager's e-mails

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DEVELOPING KEYBOARD PROFICIENCY

QUESTION 1: TIMED ACCURACY TEST Time: 10 minutes

SPECIFIC INSTRUCTIONS REGARDING THE TIMED ACCURACY TEST

- The candidate must be allowed to read through the accuracy test at least FIVE minutes before the commencement of the examination.
- All candidates will perform the timed accuracy test (QUESTION 1) together at the instruction of the invigilator.
- The timed accuracy test must be performed at the beginning of the examination, once only.
- At the end 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 folder.
- If a candidate arrives late (i.e. after the first 10 minutes) he/she will NOT be able to do QUESTION 1. The candidate must be informed to start from QUESTION 2 onwards after all candidates have handed in QUESTION 1. No printout for QUESTION 1 will be accepted for this candidate.

DO NOT TURN THE PAGE.
WAIT FOR THE INVIGILATOR'S INSTRUCTION TO DO SO.

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QUESTION 1: Timed Accuracy Test **Time: 10 minutes**

Your touch-typing skills will be tested in this question. Read and apply all instructions given. The accuracy test must be keyed in once only.

MARGINS: Left: 1"/2,54cm **Right:** 1"/2,54cm	**FONT:** Courier New 12pt
PAPER: A4 portrait	**JUSTIFICATION:** Left
LINE SPACING: 1.5 or 2 (double)	**HYPHENATION:** Off

INSTRUCTIONS

1. Insert your EXAMINATION NUMBER and QUESTION NUMBER as a header against the left margin as follows:

   EXAMINATION NUMBER
   QUESTION 1

2. The minimum speed requirement is 40 words per minute. You will need to achieve the required speed with a maximum of 11 errors in order to pass the speed and accuracy test.

3. This is a timed accuracy test for 10 minutes, which means candidates must start and stop on the invigilator's instruction.

4. Save the document as QUESTION 1, make a printout and hand it to the invigilator.

The WSZA National Competition takes place three years after the 45th WorldSkills International Competition in Kazan, Russia in September 2019. The 46th WorldSkills International Competition, previously scheduled for September 2021 in Shanghai, China, had to be re-scheduled for 12 - 17 October 2022 because of the Covid-19 pandemic.

This postponement afforded member countries, including South Africa, time to focus on local competitions and other related activities in preparation for the international competition in Shanghai, China. The postponement also allowed WSZA time to prepare for the WorldSkills Africa Competition which took place in Swakopmund, Namibia in March 2022.

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South Africa participated in fourteen of the skills at the WorldSkills Africa competition and managed to bring home eight medals. The WorldSkills Africa competition in Namibia was a huge opportunity for our young competitors and prepared them for what will probably be a tough national competition in June. WSZA travelled between provinces to host workshops with different stakeholders, monitor and ensure the success of all WSZA provincial competitions in preparation for the 2022 WSZA National Competition. The provincial competitions were a result of a rigorous and transparent sifting process at local competitions which took place at colleges, workplaces, and training centres across the country.

The DHET hosts the biennial WSZA National Competition as an important mechanism to promote artisan skills as a viable career choice as well as to open up potential partnerships with industry. The national competition supported by regional competitions provides a critical platform from which the country is able to assess the levels of apprenticeship and artisan training in addition to advocating for the uptake of artisan careers as careers of first choice. The WSZA programme also plays a critical role in building bridges between all stakeholders within the apprenticeship and artisan development arena. Hosted under the theme "It's Cool to be a 21st Century Artisan", the 2022 WSZA National Competition will incorporate a two-day WSZA Conference at the Inkosi Albert Luthuli International Convention Centre parallel to the National Competition.

40 wpm

45 wpm

The conference will be used as a launching pad for the promulgated strategy. Also incorporated at the WSZA National Competition, will be the National Artisan Development Career Festival which will be hosted in different selected districts of the KwaZulu-Natal province. The aim of the career festival is to reduce, among others, the stigma related to artisan careers, provide information on artisan careers and possible career projections.

50 wpm

[20]

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QUESTION 2: MINUTES OF MEETING

MARGINS: Left: 1"/2,54cm **Right:** 1"/2,54cm ☆	**FONT:** Courier New 12pt
PAPER: A4 portrait	**JUSTIFICATION:** Left
LINE SPACING: As indicated	**HYPHENATION:** Off

1. Insert a footer with your EXAMINATION NUMBER aligned left and QUESTION 2 on the right.

2. Key in the minutes of the meeting taking all proof readers' signs into consideration.

3. Proofread and spell check before printing.

4. Save the document as QUESTION 2 and print. ☆

worldskills south africa **uc/centre/bold/18pt**

Minutes of a meeting held by / worldskills steering committee in the meting room on / **uc/sp**
the second floor of / Convention Centre, in durban on 2 March Wednesday, 2023 at **uc/trs**
13ʎ00. ʎ:

1. Attendance [See attached register ʎ **NP/ʎ.**

2. opening and welcome [All members present at the meeting were welcomed by / **uc/NP**
chairperson.

3. Apologies
[K. Newaka, H. Burger & ʎ **in full/ʎZ. Peter**

4. Minutes of previous meeting

[The minutes of the previous meeting held on 8 February 2022, were ~~accepted~~ **rejected** as read **NP/stet**
and approved.

5. Conference dates
[/ conference will take place from 16 – 18 February ʎ. Teams will compete **ʎ 2024/**
in 4 categories. **/in full**

☆



6. discussion of / matters following: **uc/trs**

6.1 Promotion of sponsors ╪

[Sponsors will receive promotional clearance from the committee.

- - - - Page Break - - - -

6.2 Career festival ╪

[A career festival will be organised for all participants to familiarise themselves with the rules for each section during / briefing sessions. Sponsors will assist in compiling a description of ~~strategies~~ **challenges** that is required for the festival. **/stet**

7. Closure

The meeting adjourned at 17:30.

╪
╪

.....
CHAIRPERSON

╪
╪ **[40]**

…… **Typist: place 20 dots here for the signatures**
SECRETARY

Insert today's date in descending order



QUESTION 3: DATABASES **Time: 40 minutes**

QUESTION 3A

3.1 Create a database SKILLZAR to keep record of the equipment and material to be procured by the Department of Higher Education for the WorldSkills South Africa Competition in Durban to be hosted from 16 – 18 February 2024..

3.1.1 Create the table below using appropriate data types, distinguishing between text, numbers, currency, et cetera. Save the table as SKILL and your EXAMINATION NUMBER: (2)

FIELD NAME	DATA TYPE	FIELD SIZE/FORMAT
LISTING	Text/short text	4
INVENTORY	Text short text	16
QUANTITY	Number	Long integer
PRICE PER ITEM	Currency	2 decimals
PROCUREMENT DATE	Date	Medium date
REQUIRED	Yes/No	Default

(6)

3.1.2 Do not set a primary key. (1)

3.1.3 Save the table and print the structure of the database. (1)

3.1.4 Enter the following records in the database table: (12)

LISTING	INVENTORY	QUANTITY	PRICE PER ITEM	PROCUREMENT DATE	REQUIRED
ZAR1	Bricks	5000	R15,00	04-Apr-23	Yes
ZAR2	Cement	4000	R60,00	07- Apr-23	Yes
ZAR3	Sand	3000	R100,00	10- Apr-23	No
ZAR4	Pipes	2000	R150,00	09- Apr-23	Yes
ZAR5	Wood	1000	R120,00	10- Apr-23	Yes
ZAR6	Nails	4000	R20,00	10- Apr-23	No
ZAR7	Circuit breakers	3000	R150,00	14- Apr-23	No
ZAR8	Panel Boards	1500	R300,00	15- Apr-23	Yes
ZAR9	Transformers	1000	R250,00	16- Apr-23	Yes

3.1.5 Save and print the table in landscape orientation ensuring that all the data is displayed on ONE page. (2)

3.1.6 Copy the SKILL table structure with data and name the new table SKILL2 and your EXAMINATION NUMBER. (2)

3.1.7 Create a print screen image of the *Paste Table As* dialog box and paste in the space provided in Question 3 saved in the STUDENT FILES folder. Add your EXAMINATION NUMBER in the header and print Question 3. (1)

3.1.8 Edit the SKILL table as indicated below.: ☆ (1)

(a) Delete the QUANTITY field and its content. (1)

(b) Change listing for Transformers from ZAR9 to ZAR0. (1)

(c) Change the INVENTORY item Wood to Plank. (2)

(d) Sort the SKILL table according to the PROCUREMENT DATE from newest to oldest. (2)

3.1.9 Save and print the table in portrait orientation ensuring that all the data is displayed on one page. (2)

QUESTION 3B ☆

3.2 In this question, you are required to create and edit a QUERY.

3.2.1 Use the table SKILL2 and create a query using the following fields: LISTING, QUANTITY and PROCUREMENT DATE. (4)

3.2.2 Use the default settings to create the query and save as ORDERED and your EXAMINATION NUMBER. (1)

3.2.3 Add a criterion to filter only the equipment procured on 10-04-2023. (3)

3.2.4 Save the query and print. (1)

QUESTION 3C

3.3 In this question you are required to create and edit a REPORT.

3.3.1 Use the table SKILL2 to create a report with the following fields: LISTING, QUANTITY, PRICE PER ITEM and PROCUREMENT DATE. ☆ (5)

3.3.2 Create the report using the default settings and change the title to DELIVERED and your EXAMINATION NUMBER. (2)

3.3.3 Change the font type of the report header to Franklin Gothic Demi 18pt. (2)

3.3.4 Insert the picture saved as ECONOMY in the STUDENT FILES folder to appear in the centre of the report footer. (4)

3.3.5 Save the report as DELIVERED and your EXAMINATION NUMBER and print the report in portrait orientation. (1)

3.4 Save and print QUESTION 3. ☆ (1)

[60]

QUESTION 4: SPREADSHEET **Time: 40 minutes**

You have to apply your knowledge of spreadsheets in this question, work with multiple worksheets, comments and protecting worksheets and refine sorting using filtering.

4.1 Retrieve the workbook saved as COMPETITION from the STUDENT FILES folder.

Open the MS Word document QUESTION 4 from the STUDENT FILES folder, insert your EXAMINATION NUMBER in the header and paste all print screen images in the spaces provided. (1)

4.1.1 (a) Copy the range A2:A11 from the SACOMP worksheet and paste in A1 in the DURBAN worksheet. Keep the Source Column Widths. (2)

(b) Copy the range C2:E11 from the SACOMP worksheets and paste in B1 in the DURBAN worksheet. Keep the Source Column Widths. (2)

(c) Create a print screen image of the DURBAN worksheet and paste in the space provided in QUESTION 4. (1)

4.1.2 Format the DURBAN worksheet as indicated below:

(a) Filter the SKILLS PROGRAMMES ENTERED column to show the number entered that are greater than 4 and less than 19. (4)

(b) Create a print screen of the DURBAN worksheet and paste in the space provided in QUESTION 4. Clear the filter. (1)

(c) Copy the range A2:D10, paste to fill the range A12:D20 and move the comments to column E. (2)

(d) Insert an open row in A1 and copy the content of A1 in the SACOMP worksheet and paste in A1 in the DURBAN worksheet. (3)

(e) Insert a header in the centre of the worksheet as indicated below:

EXAMINATION NUMBER
QUESTION 4.1.2 (e) (2)

(f) Print the worksheet with row and column headings on one portrait page. (2)

(g) Sort the range A2:D11 in the DURBAN worksheet according to the COMPETITORS from smallest to largest and then by NUMBER OF WINNERS from smallest to largest. (4)

(h) Arrange the Custom Sort dialog box so that all information including the worksheet information is visible and fits on one page. (1)

(i) Create a print screen image of the entire worksheet window and paste it in the space provided in QUESTION 4. (1)

4.2 Format the SACOMP worksheet as indicated below:

4.2.1 (a) Activate the Freeze Top Row function and display only Rows 1 and 11. (4)

(b) Create a print screen image of the SACOMP worksheet to show the action created by the Freeze Top Row function. Paste the image in the space provided in QUESTION 4. (1)

(c) Edit the comment in C11 to read as follows:

High Competitors
Improvement of skills development (2)

(d) Delete the comment in cell C3. (1)

(e) Insert the text WORLDSKILLS as a header in the left section and your EXAMINATIONN NUMBER and QUESTION 4 in the right.. (4)

(f) Print SACOMP spreadsheet in portrait orientation showing the comment as displayed on the worksheet with row and column headings on one page. (4)

4.3 Retrieve the workbook COMPETE and format as indicated below: (1)

4.4 Export the chart on the COMPETITORS worksheet to the space provided in QUESTION 4. (3)

4.5 Edit the CHART worksheet as indicated below.

4.5.1 (a) Protect the CHART worksheet with the password LEVEL and confirm the password. Do not close the dialog boxes. (3)

(b) Create a print screen image of the entire worksheet window showing the Protect Sheet and Confirm Password dialog boxes and paste in the space provided in QUESTION 4. (1)

4.6 Encrypt the COMPETE workbook and all its elements with the password COMPL4. Confirm the password but do not close the dialog boxes. (3)

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4.7 Create a print screen image of the Encrypt document and Confirm Password dialog boxes with the bullets indicating the password and paste it in the space provided in QUESTION 4. ☆ (1)

4.8 Delete the CHART worksheet. (2)

4.9 Create a copy of the COMPETITORS worksheet and move to the end. (2)

4.10 Select the PARTICIPATE worksheet, create a print screen image of the entire window showing the available sheets and paste in the space provided in QUESTION 4. (1)

4.11 Save and print QUESTION 4. (1)

[60]

QUESTION 5: PRESENTATIONS ☆ **Time: 40 minutes**

Create and edit a presentation, using a presentation application to apply basic actions and format a presentation. Save at regular intervals and print when given the instruction to print.

5.1 Open the presentation saved as PRESENT from the STUDENT FILES folder.

Open the MS Word document QUESTION 5 from the STUDENT FILES folder and paste all print screen images as required in the spaces provided. Insert your EXAMINATION NUMBER in the space provided in QUESTION 5. (1)

5.2 Apply the following changes using the Slide Master:

5.2.1 Click on Slide 1, open the Slide Master View and format the font of the master title placeholder to Bookman Old Style 40pt. (2)

5.2.2 Select the master text style and change the font to Agency FB 24 pt. (2)

5.2.3 Insert a footer in the centre to appear on all slides in bold and size 14pt as indicated below:

☆ SKILLS AND KNOWLEDGE IS POWER (5)

5.2.4 Insert the slide number to appear on all slides in the arrow on the left side of the slides. (1)

5.2.5 Select the title placeholder and apply the following animation to start on click. Show the animation pane. ☆

- Entrance: Float in
- Timing: (duration 1:50)
- After: (00:25) (3)

5.2.6 Before exiting the Slide Master view, create a print screen image of the Slide Master view displaying all the actions completed and paste in the space provided in QUESTION 5. (1)

5.2.7 Insert the text below in the title placeholder of Slide 1:

SKILLS DATABASE ☆ (2)

5.2.8 Add the following text in the subtitle placeholder:

SKILLS PROGRAMMES ARE COMPILED BY THE EMPLOYER, AFTER A PARTICULAR SKILLS NEED HAS BEEN IDENTIFIED. (3)

5.2.9 Insert the image SKILLSZAR from the STUDENT FILES folder to appear in the centre above the title placeholder. (3)

5.2.10 Change the height and width of the image to 5 cm/1,97". (1)

5.2.11 Insert a Title and Content slide as Slide 2. (1)

5.2.12 Insert text below as title for Slide 2.

☆ WORLDSKILLS COMPETITIONS ARE THE GOLD STANDARD FOR SKILLS EXCELLENCE… (3)

5.2.13 Insert text below in the content placeholder of SLIDE 2. Use bullets as indicated:

TYPES OF COMPETITIONS

- ❖ Regional
- ❖ Provincial
- ❖ National
- ❖ WorldSkills Africa
- ❖ WorldSkills International (8)

5.2.14 Insert a Two Content slide as Slide 3 and insert the graphs from the spreadsheets saved as REGIONAL and PROVINCIAL in the STUDENT FILES folder, in the left and right placeholders respectively. (3)

5.2.15 Format the chart types on Slide 3 to line charts of your choice. ☆ (1)

5.2.16 Insert reused slides from the presentation saved as COMPETITIVE as slides 4 and 5 and paste a print screen image of the dialog box in the space provided in QUESTION 5. (3)

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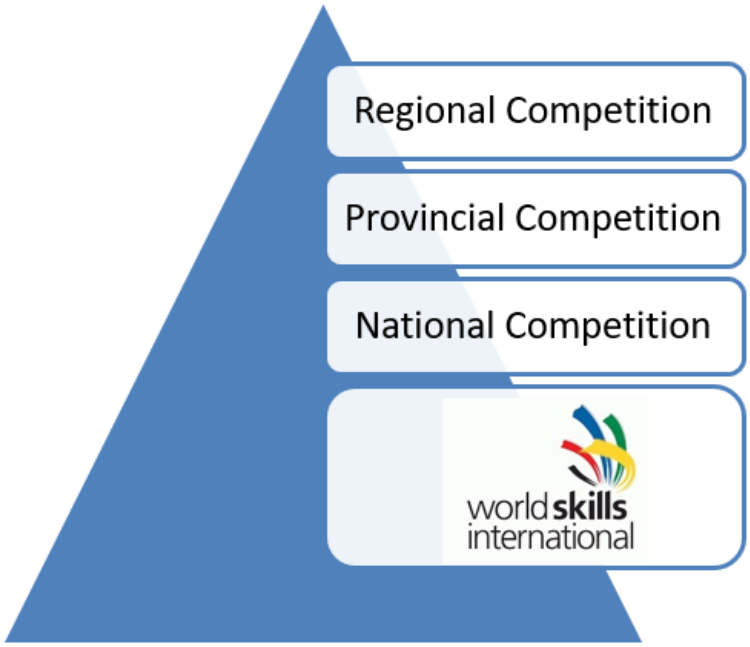
5.2.17 Add a Title and Content slide to become Slide 6 and insert the heading in the title placeholder as indicated: ☆

Levels of the Competition (3)

5.2.18 Insert the Pyramid List SmartArt graphic in the content placeholder. (2)

5.2.19 Format the graphic as indicated below and insert the image saved as WORLDSKILLS in the STUDENT FILES folder in the fourth shape. (8)

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5.2.20 Insert your EXAMINATION NUMBER and QUESTION 5 to appear as a header on all slides in the presentation. (1)

5.2.21 Save and print the presentation in portrait orientation as handouts, 2 slides per page. (2)

5.2.22 Save and print QUESTION 5. ☆ (1)

[60]

QUESTION 6: COMMUNICATION **Time: 15 minutes**

Display your e-mail skills using Microsoft Outlook. Create the following e-mail by following the instructions below:

6.1 Open the MS Word document QUESTION 6 from the STUDENT FILES folder and paste all print screen images as required in the spaces provided.

6.1.1 Create the following contact group in the Address Book to form the distribution list for delivery of information:

(a)	Group Name:	COMMITTEE
(b)	Name/s	Ronald Williams, Thandi Vena, Dean Stone, Phila Nkosi
(c)	Email:	Use the initial and surname of each member in lowercase plus the address @dhet.org.za. (8)

6.1.2 Add the last contact but do not close the dialog box and create a print screen image of the Contact Group dialog and Add New Member dialog boxes. Paste the image in the space provided in the answer sheet. (2)

6.1.3 Delete the contact DEAN STONE from the contact group and paste a print screen image in the space provided in the answer sheet of the updated list in the Address Book. (1)

6.2 Create the e-mail message as indicated below:

6.2.1 (a) Create the signature below that will automatically be inserted in all emails. Use font size 11pt in a font of your choice.

Signature name: Cynthia

Signature:
Cynthia Dube
PERSONAL ASSISTANT
DHET CENTRE
cdube@dhet.org.za
Tel: (011) 234 5678
Fax: (011) 234 6789

(b) Create a print screen image of the Signature dialog box and paste in the space provided in QUESTION 6. (6)

6.2.2 Create the e-mail message below:

TO CONTACT GROUP: COMMITTEE

CC: director@dhet.org.za (2)

6.2.3 SUBJECT: Conference attendance at skills venues (2)

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6.2.4 Dear Members ☆

Please find attached the itinerary for distribution to your relevant sections regarding the briefing that will take place online, on Friday, 4 January 2024 at 12:00.

Kind regards (4)

6.2.5 Attach the ITINERARY saved in the STUDENT FILES folder to the e-mail. (2)

6.2.6 Insert the signature created in 6.2.1 in the message. (1)

6.2.7 Create a print screen image of this e-mail message and paste in the space provided in QUESTION 6. (1)

6.2.8 Save and print QUESTION 6. (1)

[30]

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QUESTION 7: CIRCULAR LETTER **Time: 15 minutes**

QUESTION 7 should be typed in MS Word using the Audio Typing method you are familiar with.

MARGINS: **Left:** 1.5”/3,75 cm **Right:** 1”/2,5 cm	**FONT:** Courier New 12pt or as indicated
PAPER: A4 portrait	**JUSTIFICATION:** Left
LINE SPACING: Single	**HYPHENATION:** Off

INSTRUCTIONS ☆

1. Retrieve the audio file, QUESTION 7, AUDIO from the STUDENT FILES folder.
2. Type the document on the letterhead named LETTERHEAD in the STUDENT FILES folder.
3. Insert a footer with your EXAMINATION NUMBER, left-aligned and QUESTION 7 right-aligned.
4. Save the file as QUESTION 7 and print one copy of the document.

Words given: director, skills, conference, recognition, economic, Macdonald, WorldSkills

[30]

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GRAND TOTAL: 300

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