higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

INTRODUCTORY COMPUTER PRACTIC EN4

11 NOVEMBER 2016

This marking guideline consists of 12 pages.

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3. ***RENEWABLE ENERGY IN AFI***

4. Bold
5. Italics
6. Cent
7. UC
8. Arial Black 16
9.

The developing nations of Africa are popular locations for the application of renewable energy technology. ently, many nations already have small-scale solar, wind, and geothermal devices in operation providing energy to urban and rural populations.

10. Centre

These types of energy production are especially useful in remote locations because of the excessive cost of transporting electricity from large-scale power plants. The application of renewable energy technology has the potential to alleviate many of the problems that face Africans every day, especially if done so in a sustainable manner that prioritizes human rights.

11. NP
12. R/A
13. stet

Access to energy is essential for the reduction of poverty and promotion of economic growth. Communication technologies, education, industrialization, agricultural improvement and expansion of municipal water systems all require abundant, cost-effective, and reliable energy access.

14. Justify
15. Transpose

17. **HYDRO-ELECTRIC, WIND AND SOLAR POWER ALL DERIVE THEIR ENERGY FROM THE SUN.**

4. Bold
7. UC
16.

18. ins symbol: ☼ font size 22

The Sun emits more energy in one second than is available in all of the fossil fuels present on earth and therefore has the potential to provide all of our current and future global energy requirements.

19. NP

Since the solar source for renewable energy is clean and free, African nations can protect their people, their environment, and their future economic development by using renewable energy sources.

20. d/s

A = 10	D/M = 20	T = 30

1. Q1B (right)
2. Add Exam Nr (left)

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Exam Nr Q2A

1. *Header: Q2A (right) & Exam Nr (left)*

Wave and wind resources

Africa has a large coastline, where wind power and wave power resources are abundant and underutilized in the north and south. Geothermal power has potential to provide considerable amounts of energy in many eastern African nations.

Wind is far less uniformly distributed than solar resources, with optimal locations positioned near special topographical funnelling features close to coastal locations, mountain ranges, and other natural channels in the north and south. The availability of wind on the western coast of Africa is substantial, exceeding 3,750 kWh, and will accommodate the future prospect for energy demands.

2. *LH margin - 2.5cm*
3. *Line spacing*
4. *Letter spacing*
5. *UC & lc*

A = 5	**D/M = 5**	**T = 10**

Exam Nr Q2B

1. Change to Q2B

2.

3. Bold
4. Italics
5. UC
6. Centre
7. Comic Sans: 16

ENERGY RESOURCES

8.

9. numbering
10 indent

1. SOLAR RESOURCES

11. UC
12. Italics
13. Bold

14.

15. Many **AFRICAN COUNTRIES** receive on average a very high amount of days per year with bright sunlight, especially the dry areas, which include the deserts (*such as the Sahara*) and the steppes.

3/13 Bold
5/11 UC
4/12 Italics

16. NP
17. R/A
18. d/s

This gives solar power the potential to bring energy to virtually any location in Africa without the need for expensive large scale grid level infrastructural developments.

2. WAVE AND WIND RESOURCES

14.

11. UC
12. Italics
13. Bold

20. stet

19. Africa has a large coastline, where wind power and wave power resources are abundant and underutilized in the north and south.

21. und Geothermal power has potential to provide considerable amounts of energy in many western African nations.

22. del "eastern"
23. insert "western"

24. page break

25. Insert page numbers - both pages
26. Pg number - bottom left

Exam Nr Q2B

Wind is far less uniformly distributed than solar resources, with optimal locations positioned near special topographical funnelling features close to coastal locations, mountain ranges, and other natural channels in the south and north.

The availability of wind on the western coast of Africa is substantial, exceeding 3,750 kWh, and will accommodate the future prospect for energy demands.

27. *1.5*
28. *centre*

29. *Letter spacing*
30. *Line spacing*

A = 5	**D/M = 30**	**T = 35**

3. Bold
4. Spaced caps
5. Cooper Black: 16
6. centre

M E G A W H A T T M E M O

7.

3. Bold
8. UC
9. Und

DEPARTMENT OF ENERGY announced its intention to increase the amount of energy it will be procuring under the third window of its renewable energy programme for independent power producers.

7.

In November, the department signed agreements with 17 new preferred bidders in the third round of the programme, following the signing off of forty seven projects in the first and second rounds, bringing the total number of renewable energy projects approved, to sixty four since December 2011.

10. d/s

11. In full

7.

Once they are all operational, the 64 projects will add around 3 900 *megawatts* (MW) of wind, solar photovoltaic & concentrating solar power to South Africa's energy mix.

12. italics

13. Del paragraph

14. centre

The top 5 countries globally implementing renewable energy projects are as follows:

- Denmark
- United Kingdom
- Germany
- Scotland
- Ireland

15. Bullets
16. Indent

17. Letter spacing
18. Line spacing
19. UC/lc

A = 6	D/M = 19	T = 25

6. Footer
7. Q3 (left) & Exam Nr (right)

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Exam Number Q4A

1. *Header*
2. *ExamNr (left) Q1A (right)*

Gas	12811	41.99
Electric	12812	23.04
Water	12813	127.11
Telephone	12814	66.37
Owner Withdrawl	12815	1 300.00
Accounting Fee	12816	164.61
Owner Withdrawl	12817	125.00
Supplies	12818	1 100.00
License Fee	12819	127.33
Interest	12820	46.88
Purchases	12821	344.91

3. *UC / lc*
4. *Letter spacing*
5. *2 decimal places*
6. *1A4 portriat*

A = 9	D/M = 6	T = 15

Exam Number Q4B

1. Change to Q4B

3. UC
4. bold
5. italics
6. Britannic Bold: 16

2.

RJT TRADING: GENERAL LEDGER

7.

DESCRIPTION	CHECK NUMBER	ACCOUNT NUMBER	AMOUNT
8.			
Petrol	12811	880	R 41.99
Electric	12812	880	R 23.04
H_2O	12813	880	R 127.11
Telephone	12814	874	R 66.37
Owner Withdrawl	12815	476	R 1 300.00
Accounting Fee	12816	611	R 164.61
Owner Withdrawl	12817	476	R 125.00
Supplies	12818	863	R 1 100.00
License Fee	12819	870	R 127.33
Interest	12820	816	R 46.88
Purchases	12821	611	R 344.91
TOTAL			R 3 467.24

9. UC
10. bold
11. centre

12. replace gas

13. replace water

16. R.00

14.

17. Calc

18. UC
19. Bold
20. Cent

15.

21. Letter spacing
22. Line spacing
23. Column Width
24/25. Borders
26. 1A4 portriat

A = 4	D/M = 26	T = 30

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1. change 4B to 4C

RJT TRADING: GENE

DESCRIPTION	CHECK NUMBER	ACCOUNT NUMBER	AMOUNT
Petrol	12811	880	41.99
Electric	12812	880	23.04
H_2O	12813	880	127.11
Telephone	12814	874	66.37
Owner Withdrawl	12815	476	1300
Accounting Fee	12816	611	164.61
Owner Withdrawl	12817	476	125
Supplies	12818	863	1100
License Fee	12819	870	127.33
Interest	12820	816	46.88
Purchases	12821	611	344.91
TOTAL			=SUM(D10:D21)

2. Display Formulae

3. column width
4. 1A4 page

A = 0	D/M = 4	T = 4

Please turn over

Exam Number

Q5A

1. Header
2. ExamNr (left) & Q5A (right)

First Kushinda Bank

KDK Mtimkulu
1643 Duncan Street
Redville
55512

Cheque Account Statement

Date	Description
2005/01/02	Payroll Deposit - HOTEL
2005/01/02	Payroll Deposit - HOTEL
2005/01/04	ATM Withdrawal - INTERACT
2005/01/05	Web Bill Payment - AMEX
2005/01/10	Interact Purchase - SUPERMART
2005/01/12	Pre-Auth. Payment - INSURANCE
2005/01/25	Mortgage Payment
2005/01/25	Fees - Monthly

3. UC & lc
4. Letterspacing
5. Line spacing
6. Column Width
7. 1A4 Page portriat

A = 8	D/M = 7	T = 15

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Exam Number

Q5B

First Kushinda Bank

1. change Q5A to Q5B

KDK Mtimkulu
1643 Duncan Street
Redville

3

2. replace

Current Account Statement

Statement period: 2005-01-01 to 2005-01-25

DATE	DESCRIPTION	REF.	WITHDRAWALS	DEPOSITS	BALANCE
2005/01/02	Payroll Deposit -GUEST HOUSE			R 2 500.00	
2005/01/02	Payroll Deposit - HOTEL			R 654.12	
2005/01/04	ATM Withdrawal - INTERACT	963	R 200.00		
2005/01/10	*Interact Purchase - SUPERMART*	*741*	*R 29.08*		
2005/01/12	Pre-Auth. Payment - INSURANCE	123	R 33.55		
2005/01/25	Mortgage Payment	456	R 250.00		
2005/01/25	Fees - Weekly	789	R 5.00		
	TOTAL		R 517.63	R 3 154.12	R 2 636.49

4. replace
5. 9
6. italics
7. replace
8. /
9. UC
10. bold
11.
12. UC
13. bold
14. RA
15. calc
16. calc
17. calc

18. UC & lc
19. column width
20. borders
21. borders
22. letter / line spacing

A = 8	D/M = 23	T = 30

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Exam Number

Q5C

First Kushinda

1. change Q5B to 5C

KDK Mtimkulu
1643 Duncan St
Redville

Current Accour Statement

DATE	DESCRIPTION	REF.	WITHDRAWALS	DEPOSITS	BALANCE
38354	Payroll Deposit -GUEST			2500	
38354	Payroll Deposit - HOTEI			654.12	
38356	ATM Withdrawal - INTER/	963	200		
38362	Interact Purchase - SU:	741	29.08		
38364	Pre-Auth. Payment - IN:	123	33.55		
38377	Mortgage Payment	456	250		
38377	Fees - Weekly	789	5		
	TOTAL		=SUM(E13:E18)	=SUM(F11:F18)	=F19-E19

2. calc 3. calc 4. calc

5. column width
6. 1A4 landscape

A = 0	D/M = 6	T =6