higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN780**(E)**(J4)H

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

4 June 2018 (X-Paper)
09:00–12:00

INSTRUCTIONS TO LECTURERS

THE INSTRUCTIONS MUST BE HANDED TO THE SENIOR LECTURER/SUBJECT HEAD: COMPUTER PRACTICE THREE WEEKS BEFORE THE START OF THE EXAMINATION. THE KEYING-IN MATERIAL IS TO BE USED BY THE LECTURER ONLY AND NO COPIES MAY BE GIVEN TO CANDIDATES.

This document consists of 4 pages.

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QUESTION 1A: SECTION A

1. These instructions are accompanied by a hard copy of QUESTION 1A.

2. The responsible person must key in QUESTION 1A of SECTION A on the data diskette of each candidate.

3. These data diskettes must be kept in a safe place at the EXAMINATION CENTRE until the examination date.

4. Procedure for keying in of data:

    4.1 It is important that the data is keyed in exactly as it appears on the hard copy.

    4.2 Candidates will be penalised for any typing mistakes made by the lecturer when keying in the data.

    4.3 Candidates will also be penalised for the use of wrong functions while keying in the data. If the data is not keyed in correctly lecturers will be responsible for candidates being penalised.

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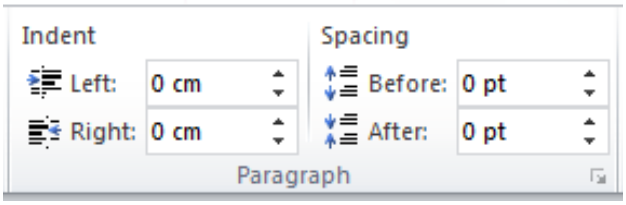
SECTION A: WORD PROCESSING

QUESTION 1A

NOTE: Please make sure that the following settings are done before keying in the text:

On Home Tab
- Line Spacing – Single

On Page Layout Tab
- Indent – Left and Right at 0 cm
- Spacing – Before and After at 0 pt



1. Key in the data exactly as it appears on the hard copy.

2. Use Courier New 12 pt.

3. The left- and right-hand margin must be the default of 2.54 cm/1".

4. Insert a header Q1A right-aligned.

5. Save the document as Q1A and copy the file to the candidates' memory stick/hard drive.

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Table Mountain is a flat-topped mountain forming a prominent landmark overlooking the city of Cape Town in South Africa. It is a significant tourist attraction, with many visitors using the cableway or hiking to the top. The mountain forms part of the Table Mountain National Park. The main feature of Table Mountain is the level plateau approximately 3 kilometres from side to side, edged by impressive cliffs. The plateau, flanked by Devil's Peak to the east and by Lion's Head to the west, forms a dramatic backdrop to Cape Town. This broad sweep of mountainous heights, together with Signal Hill, forms the natural amphitheatre of the City Bowl and Table Bay harbour.

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Table Mountain is at the northern end of a sandstone mountain range that forms the spine of the Peninsula Cape. To the south of the main plateau is a lower part of the range called the Back Table. On the Atlantic coast of the peninsula, the range is known as the Twelve Apostles. The range continues southwards to Cape Point.

SECTION B: SPREADSHEET

Change the default font to Courier New 12 pt.

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