



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

INTRODUCTORY COMPUTER PRACTICE N4

21 NOVEMBER 2014

This marking guideline consists of 12 pages.

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1 Insert Examination number on LHS and Change to Q1B on RHS

2. LH Margin 3.81cm/15"/15" 3. UC 4. italics 5. bold 6. centre

THE HISTORY OF BALLROOM

7. ≡

8 superscript

Ballroom dancing has had a long and vibrant history in SA. By the end of the 17th century ballroom dancing was a prevalent social pastime in both EUROPE AND SOUTH AFRICA.

9 UC 10 SA in full

11 indent 12 underline 13 1.5 l/s

In SA, ballroom dancing has always gone beyond the dance floor. In the 1990's it has been described as the third most popular leisure activity in SA, after soccer and boxing. For some it is an escape from the pressures of the work place; a form of relaxation and space to be free to spin their partner in the whirl of much-loved dances.

14 UC

15 insert para 16 centre

For many children in the TOWNSHIPS and working class suburbs, it still offers a safe place to spend the afternoons, off the streets. It is an opportunity to have fun and compete and sometimes achieve the *highest accolades.* 17 italics

Ballroom dancing attracts people across all ages as spectators and participants 18 del sentence

19 NP

For youngsters from all walks of life it provides a safe environment and develops:

20. ≡

21 & 21 bullets & spacing

- confidence
- self-discipline
- commitment
- dedication
- respect

23/24 and + comma

26. bold

25. NP

At an adult level ballroom dancing gives such mental relaxation; it gives adults time to get out and connect with their partner.

A = 9	D/M = 26	T = 35

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Ballroom dancing can generally be divided into two distinct fields depending on the style, specialisation and surrounding in which it is danced. As most dictionary definitions indicate, the first and most commonly practiced type of ballroom dancing is indeed "social dancing".

The second and more specialised field of ballroom dancing is that of "competitive ballroom dancing". Competitive ballroom dancing is generally performed on a larger floor space than the social dances. The competitive ballroom dancers receive more formal and specific training to enable them to compete. Dancing is thus the centre of the event and other social activities are tangential.

2. ===== Pg break =====

3. line & letter spacing

4. UC & lc

1. Insert Examination number on LH and insert Q2A on RH (both pages)

Exam Number Q2A

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While onlookers will tend to casually judge ballroom dancers at a social event, competitive ballroom dancers are judged by experienced adjudicators.

A = 6	D/M = 4	T = 10

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3. UC
4. bold
5. RA
6. Cooper Black
7. size 16

SOCIAL DANCING VS COMPETITIVE DANCING

2. ¶ para

8. ≠

9. italics

Ballroom dancing can generally be divided into two distinct fields depending on the *style, specialisation and surrounding* in which it is danced. As most dictionary definitions indicate, the first and most commonly practiced type of ballroom dancing is indeed "social dancing".

10. und

Social dances are danced to popular music, usually on a 2/4 or 4/4 beat at a social dance school, a social event or a restaurant. Because the floor spaces are usually very limited, dancing steps are more basic and partners dance in a loose hold. Dancers also have greater freedom to invent their own steps out of necessity or creativity - an expression of sheer recreation.

11. ¶

12. position

13. run on

The second and more specialised field of ballroom dancing is that of "competitive ballroom dancing".

14. try

Competitive ballroom dancing is generally performed on a larger floor space than the social dances. The competitive ballroom dancers receive more formal and specific training to enable them to compete. Dancing is thus the centre of the event and other social activities are tangential.

15. d/s

16. stet

17. del pg break

While onlookers will tend to casually judge ballroom dancers at a social event, competitive ballroom dancers are judged by experienced adjudicators.

4. bold
9. italics
10. und

18. cent

A = 7	D/M = 18	T = 25

1. Change Q2A to Q2B on RHS

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Insert Examination number on LH and Q3 on RH of header 1

Q3

BURN THE FLOOR

A special performance for *Sir Elton John's 50th birthday celebrations* is made up of 10 dances - five standard ballroom & five Latin American dances.

STANDARD BALLROOM DANCES

THE WALTZ is a progressive dance marked by long, flowing movements, continuous turns, and "rise and fall."

THE FOXTROT is a smooth dance in which dancers make long, flowing movements across the floor.

THE VIENNESE WALTZ is a quick rotating ballroom dance with a subtle rise and fall.

THE TANGO is one of the most fascinating and sensual dances originating from South America.

THE QUICKSTEP is a quick version of the Foxtrot. It is exciting to watch, but among the most difficult dances.

LATIN AMERICAN DANCES

THE CHA CHA is a lively, flirtatious classic full of passion and energy.

THE SAMBA is possibly the most popular of all Brazilian ballroom dances, and can be performed solo or with a partner.

THE PASO DOBLE, is modeled after the sound, drama, and movement of the Spanish bullfight.

THE RUMBA is considered to be the most romantic and sensual of all Latin ballroom dances.

THE JIVE is a lively form of Swing dance, originated in the United States from African-Americans.

A = 15	D/M = 20	T = 35

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SECTION B

QUESTION 4A

Exam Number 1. Exam Nr LH Q4A RH Q4A

Family Term Budget 2014

JK Zintho

2.

	Jan	Feb	March
Mortgage/Rent	2000	2000	2000
Electricity	450	320	350
Phone	200	200	200
Groceries	800	650	900
Clothing	500	250	600

3. UC/lc

4. column width

A = 6	D/M = 4	T = 10

(10)

QUESTION 4B

Exam Number *1. Exam Nr left change question number to Q4B* Q4B

3. Bold HOUSEHOLD TERM BUDGET 2014 *2. replace family with household*

4. Uc JK ZINTHO

5. Bold *6. UC* *7. cent* *8.*

	JAN	FEB	MARCH	TOTAL
Mortgage/Rent	2000	2000	2000	6000
Electricity	450	320	350	1120
9. replace Telephone	200	200	200	600
Groceries	800	650	900	2350
Clothing	500	250	600	1350
10. Vehicle Payment	1200	1200	1200	3600
Petrol	500	500	500	1500
Grooming	250	300	250	800
TOTAL	5900	5420	6000	17320

11. Bold *12. UC* *13. cent*

16. Calc

18. linespacing

19/20. Column Width

21/22. Horizontal lines/borders

23. one A4 page

A = 9	D/M = 23	T = 32

(32)

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QUESTION 4C

Q4C

1. Change question number to Q4C

Exam no

HOUSEHOLD TERM BUDGET 2014

JK ZIMTHO

	JAN	FEB	MARCH	TOTAL
Mortgage/Rent	2000	2000	2000	=SUM(B6:D6)
Electricity	450	320	350	=SUM(B7:D7)
Telephone	200	200	200	=SUM(B8:D8)
Groceries	800	650	900	=SUM(B9:D9)
Clothing	500	250	600	=SUM(B10:D10)
Vehicle Payment	1200	1200	1200	=SUM(B11:D11)
Petrol	500	500	500	=SUM(B12:D12)
Grooming	250	300	250	=SUM(B13:D13)
TOTAL	=SUM(B6:B13)	=SUM(C6:C13)	=SUM(D6:D13)	=SUM(E6:E13)

2/3 formulae

4. formulae *5. formulae* *6. formulae* *7. formulae*

A = 0	D/M = 11	T = 11

8/9 column width

10/11 on A4 page

(11)
[35]

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QUESTION 5A

Exam Number *1. Exam Nr LH question Q5A RH* Q5A

Huawei 7" Tablet	My Gig 1	149
Acer 7" plus Case	My Gig 1	159
Samsung Galaxy Tab III 7.0 T211	500 MB	169
Vodafone Smart Tab 7"	My Meg 500	169
Vodafone Smart 3 7"	My Meg 500	169
Lenovo Idea Tab S600	My Meg 500	199
Huawei Media Pad 7 Lite Tablet	My Meg 500	189
iPad Mini WiFi + 3G	1 Gig topup	229
Asus Google Nexus 7	My Gig 1	229

2. *UC/lc*

3. *column width*

4. *one A4 portriat*

A = 6	D/M = 4	T = 10

(10)

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QUESTION 5B

Exam Number

1. Exam Nr LH question Q5B RH

Q5B

QUESTION 5B

2. BARK BUSINESS SOLUTIONS

3.

5. UC
6. bold
7. italics

CELLULAR & TOUCH TABLETS

4.

8/9 column & content

10. UC
11. bold
12. cent

MODEL	NAME	BUNDLE	PRICE PM
Huawei 7" Tablet	Sithole M	My Gig 1	149
Acer 7" plus Case	Zano N	My Gig 1	159
Samsung Galaxy Tab III 7.0 T211	Knowles O	500 MB	169
Vodafone Smart Tab 7"	Manqina L	My Meg 500	169
Vodafone Smart 3 7"	Botha M	My Meg 500	169
Lenovo Idea Tab S600	Mc Donald C	My Meg 500	199
iPad Mini WiFi + 3G	Poswa S	1 Gig topup	229
Asus Google Nexus 7	Roth N	My Gig 1	229
15. TOTAL			1472

13/14. entire row

5/9 UC
6/10 bold
16. italics

17. Calc

18. linespacing

19/20. column width

21/22 lines/borders

23. case of inserted text

24. one A4 landscape

A = 8	D/M = 24	T = 32

(32)

QUESTION 5C

Q5C

1. *Change question number to Q5C*

Exam Number

BARK BUSINESS SOLUTIONS

CELLULAR & TOUCH TABLETS

MODEL	NAME	BUNDLE	PRICE PM
Huawei 7" Tablet	Sithole M	My Gig 1	149
Acer 7" plus Case	Zano N	My Gig 1	159
Samsung Galaxy Tab III	7Knowles O	500MB	169
Vodafone Smart Tab 7"	Mangina L	My Meg 500	169
Vodafone Smart 3 7"	Botha M	My Meg 500	169
Lenovo Idea Tab S600	Mc Donald C	My Meg 500	199
iPad Mini WiFi + 3G	Poswa S	1 Gig topup	229
Asus Google Nexus 7	Roth N	My Gig 1	229
TOTAL			=SUM(D6:D13)

2. *Formulae*

3/4. *column width*

5. *one A4 page*

(5)
[47]

TOTAL SECTION B: 100
GRAND TOTAL: 200

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