



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

23 September 2020

This marking guideline consists of 28 pages.

SECTION A**QUESTION 1**

- 1.1 Output
- 1.2 Output
- 1.3 Input
- 1.4 Input
- 1.5 Output

(5 × 2) [10]

QUESTION 2

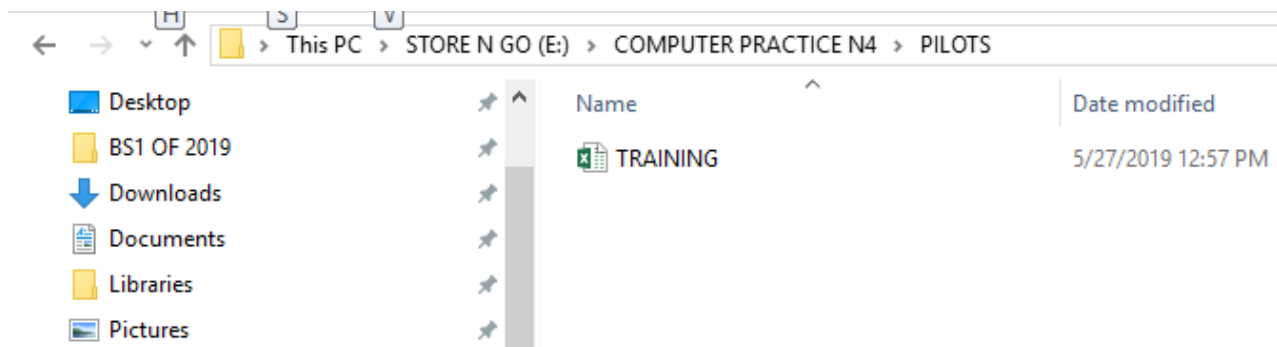
- 2.1 Read only memory – Permanent memory.
OR
It retains information even when power is switched off.
- 2.2 A modem is used to connect a computer to a telephone line to make electronic communication possible.
- 2.3 Device used to read text, images, etc. and make a copy of it on the screen in a specified program.
- 2.4 A program or set of instructions written in a programming language interpreted by the central processing unit.
- 2.5 A program designed to act as translator between the operator and the computer.

(5 × 2) [10]

QUESTION 3

QUESTION 3.1

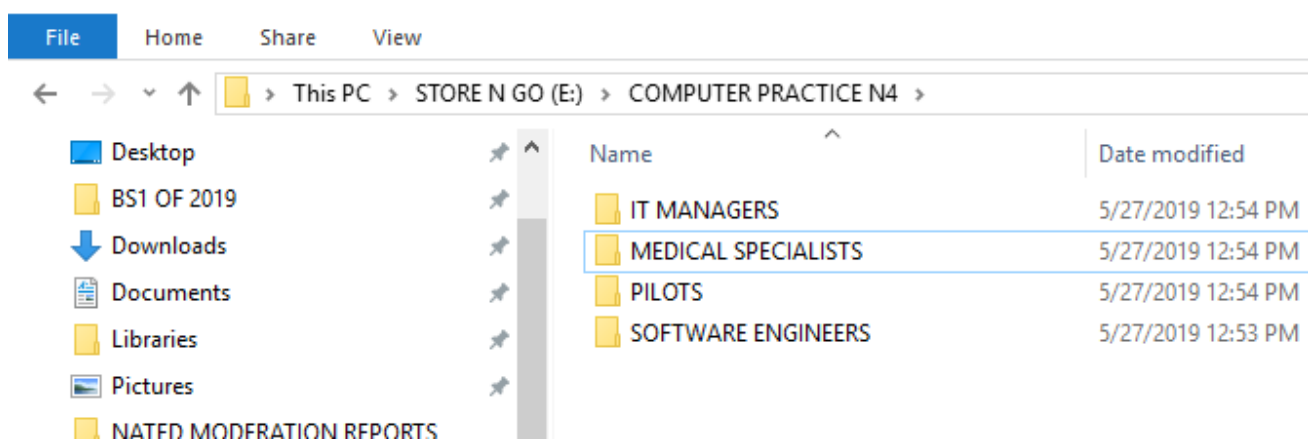
| NO | MANIPULATION ERRORS | MARKS |
|----|---|-------|
| 1 | EXAMINATION NUMBER and QUESTION 3.1 not inserted as header and/or incorrect | 1 |
| 2 | Excel file, TRAINING, not created in the PILOTS folder and/or incorrect | 1 |



(2)

QUESTION 3.2

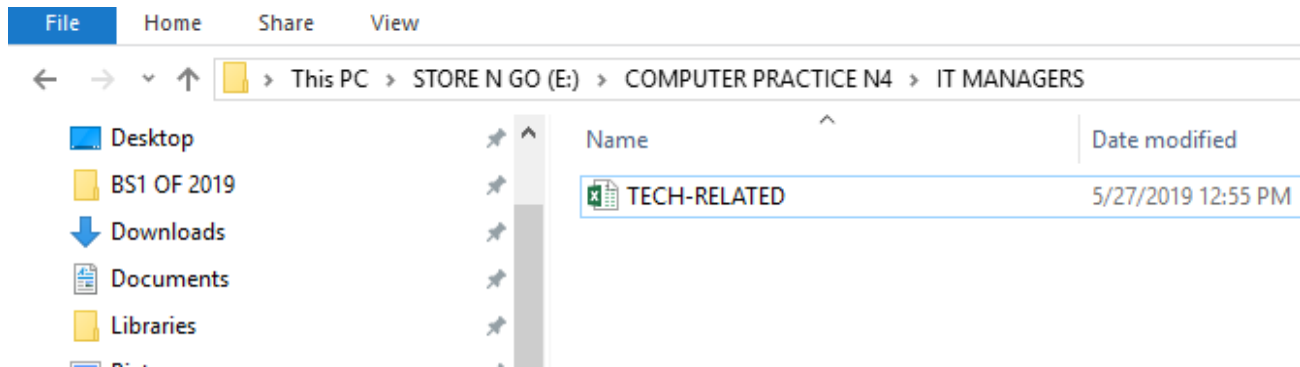
| NO | MANIPULATION ERRORS | MARKS |
|----|---|-------|
| 1 | EXAMINATION NUMBER and QUESTION 3.2 not inserted as header and/or incorrect | 1 |
| 2 | Folder, LAWYERS, not renamed to MEDICAL SPECIALISTS and/or incorrect | 1 |



(2)

QUESTION 3.3

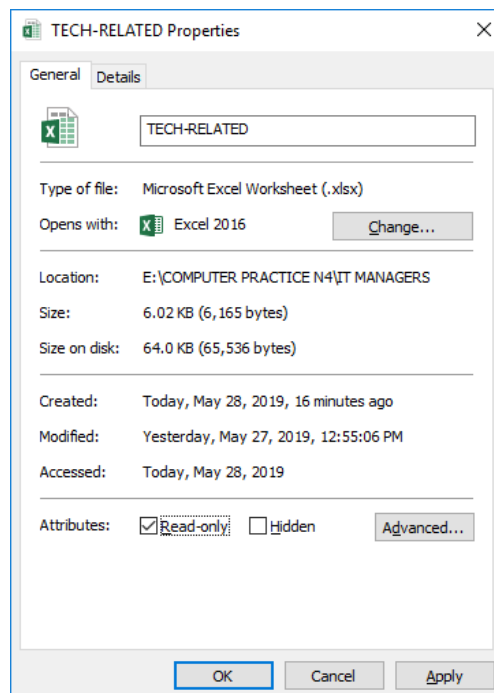
| NO | MANIPULATION ERRORS | MARKS |
|----|---|-------|
| 1 | EXAMINATION NUMBER and QUESTION 3.3 not inserted as header and/or incorrect | 1 |
| 2 | File, SYSTEMS, not deleted in the IT MANAGERS folder and/or incorrect | 1 |



(2)

QUESTION 3.4

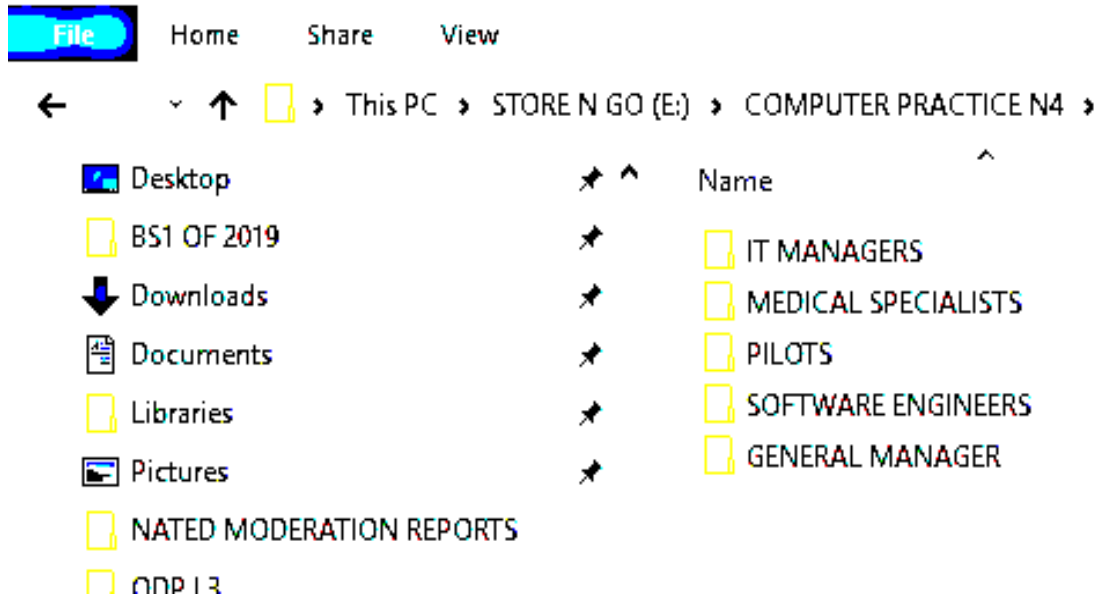
| NO | MANIPULATION ERRORS | MARKS |
|----|---|-------|
| 1 | EXAMINATION NUMBER and QUESTION 3.4 not inserted as header and/or incorrect | 1 |
| 2 | Attributes of the file, TECH-RELATED, not changed to Read-only and/or incorrect | 1 |



(2)

QUESTION 3.5

| NO | MANIPULATION ERRORS | MARKS |
|----|--|-------|
| 1 | EXAMINATION NUMBER and QUESTION 3.5 not inserted as header and/or incorrect | 1 |
| 2 | Folder, GENERAL MANAGER, not created in COMPUTER PRACTICE N4 folder and/or incorrect | 1 |



(2)
(5 × 2) [10]

TOTAL SECTION A: 30

SECTION B: WORD PROCESSING**QUESTION 4A**

ACCURACY: 5
MANIPULATION: 5
TOTAL: 10

| ACCURACY ERRORS | MARKS |
|--|--------------|
| [QUESTION 4A] not keyed in and/or incorrect | |
| [EXAMINATION NUMBER] not keyed in and/or incorrect | |
| All other keying-in errors in text | 5 |

| NO | MANIPULATION ERRORS | MARKS |
|-----------|--|--------------|
| 1 | [QUESTION 4A] not inserted in capital letters as a header left-aligned and/or [EXAMINATION NUMBER] not inserted as a header right-aligned and/or incorrect | |
| 2 | Margins incorrect | |
| 3 | Alignment incorrect | |
| 4 | Line spacing incorrect | |
| 5 | Letter spaces incorrect | |
| 6 | Upper case/lower case incorrect | |
| 7 | Font and/or font size incorrect – Courier New 12 pt | |
| 8 | Paper orientation incorrect | |
| 9 | Any additional errors | 5 |

QUESTION 4A (CONTINUED)

QUESTION 4A

EXAMINATION NUMBER

1 header left, uc

1 header right

High demand jobs in 2020

Of course, before you can launch yourself into any career, you need to have the appropriate training. That's why we've included a list of the most in-demand degrees that employers are looking for. If you're on the fence about what you should study or what field you should pursue, looking through the list of majors that are in highest demand might help you to decide.

2 left and right
1 1/2, 54 cm

3 left-align

High demand jobs in 2020, divided by sector:

Skilled trades
Technology
Business and administration
Health services
Hospitality

| | | |
|---|---|----|
| A | M | T |
| 5 | 5 | 10 |

| | |
|---|---|
| 4 | Line spacing |
| 5 | Letter spaces |
| 6 | Upper case/lower case |
| 7 | Font and/or font size – Courier New 12 pt |
| 8 | Paper orientation |
| 9 | Any additional errors |

(10)

QUESTION 4B

ACCURACY: 6
MANIPULATION: 25
TOTAL: 31

| ACCURACY ERRORS | MARKS |
|---|--------------|
| [QUESTION 4B] not keyed in and/or incorrect | 1 |
| [Prepare yourself!] not keyed in and/or incorrect | 1 |
| [Trades], [John Coetzee] and [Room 210] not keyed in and/or incorrect | 1 |
| [Administration], [Linda Jackson] and [Conference room] not keyed in and/or incorrect | 1 |
| [Health services], [Andy Moloi] and [Reception venue] not keyed in and/or incorrect | 1 |
| [JOB OPPORTUNITIES FOR 2020] not keyed in and/or incorrect | 1 |

| NO | MANIPULATION ERRORS | MARKS |
|-----------|---|--------------|
| 1 | [QUESTION 4A] not changed to [QUESTION 4B] in the header and/or incorrect | |
| 2 | Line spacing incorrect | |
| 3 | Letter spaces incorrect | |
| 4 | Upper case and lower case incorrect | |
| 5 | Font and/or font size incorrect – Courier New 12 pt | |
| 6 | Paper orientation incorrect | |
| 7 | Alignment incorrect | |
| 8 | Left-hand margin not changed to 2"/5,08 cm and/or incorrect | |
| 9 | [HIGH DEMAND JOBS IN 2020] not changed to capital letters and/or incorrect | |
| 10 | [HIGH DEMAND JOBS IN 2020] not changed to bold and/or incorrect | |
| 11 | [HIGH DEMAND JOBS IN 2020] not underlined and/or incorrect | |
| 12 | [HIGH DEMAND JOBS IN 2020] not centred and/or incorrect | |
| 13 | [Prepare yourself!] not inserted and/or incorrect | |
| 14 | [Prepare yourself!] not double underlined and/or incorrect | |
| 15 | [Prepare yourself!] not in italics and/or incorrect | |
| 16 | [Prepare yourself!] not right-aligned and/or incorrect | |
| 17 | [Today's date] not inserted and/or incorrect | |
| 18 | [That's why ... looking for.] not deleted and/or incorrect | |
| 19 | [Of course, ... you to decide.] not centred and/or incorrect | |
| 20 | [Skilled trades ... Technology] not sorted in alphabetical order and/or incorrect | |
| 21 | [Skilled trades ... Technology] paragraph numbers not inserted and/or incorrect | |

QUESTION 4B (CONTINUED)

| NO | MANIPULATION ERRORS | MARKS |
|-----------|---|--------------|
| 22 | Tab stop not inserted on 2"/5,08 cm left and/or incorrect | |
| 23 | Tab stop not inserted on 5"/12,7 cm right and/or incorrect | |
| 24 | [Trades], [John Coetzee] and [Room 210] not inserted and/or incorrect | |
| 25 | [Administration], [Linda Jackson] and [Conference room] not inserted and/or incorrect | |
| 26 | [Health services], [Andy Moloji] and [Reception venue] not inserted and/or incorrect | |
| 27 | Text at tab stops not inserted in Arial 10 pt and/or incorrect | |
| 28 | Page not centred vertically and/or incorrect | |
| 29 | [JOB OPPORTUNITIES FOR 2020] not inserted as footer and/or incorrect | |
| 30 | [JOB OPPORTUNITIES FOR 2020] not inserted in 9 pt and/or incorrect | |
| 31 | [JOB OPPORTUNITIES FOR 2020] not inserted in capital letters and/or incorrect | |
| 32 | [JOB OPPORTUNITIES FOR 2020] not inserted in bold and/or incorrect | |
| 33 | [JOB OPPORTUNITIES FOR 2020] not centred and/or incorrect | |
| 34 | Any additional errors | 25 |

QUESTION 4B (CONTINUED)

QUESTION 4B
1 Change to QUESTION 4B

EXAMINATION NUMBER

8 left 2"/5,08 cm

HIGH DEMAND JOBS IN 2020

9 uc
10 bold
11 underline
12 centre

17 insert date
23 September 2020

Prepare yourself!

18 del sentence
19 centre paragraph

Of course, before you can launch yourself into any career, you need to have the appropriate training. If you're on the fence about what you should study or what field you should pursue, looking through the list of majors that are in highest demand might help you to decide.

High demand jobs in 2020, divided by sector:

1. Business and administration
2. Health services
3. Hospitality
4. Skilled trades
5. Technology

20 sort paragraphs
21 paragraph numbers

24 insert
25 insert
26 insert

Trades
Administration
Health services

22 tab stop 2"/5,08 cm left

John Coetzee
Linda Jackson
Andy Moloi

23 tab stop 5"/12,7cm right

Room 210
Conference room
Reception venue

27 Arial 10 pt

28 centre page vertically

| | |
|---|---|
| 2 | Line spacing |
| 3 | Letter spaces |
| 4 | Upper case and/or lower case |
| 5 | Font and/or font size – Courier New 12 pt |
| 6 | Paper orientation |
| 7 | Alignment |

29 insert footer
30 9 pt
31 uc
32 bold
33 centre
34 Other

| | | |
|---|----|----|
| A | M | T |
| 6 | 25 | 31 |

JOB OPPORTUNITIES FOR 2020

(31)
[41]

QUESTION 5

ACCURACY: 8
MANIPULATION: 36
TOTAL: 44

| ACCURACY ERRORS | MARKS |
|---|--------------|
| [QUESTION 5B] and [EXAMINATION NUMBER] not keyed in and/or incorrect | 1 |
| [CAREERS SA – TOP CAREERS] not keyed in and/or incorrect | 1 |
| [Which career to choose] not keyed in and/or incorrect | 1 |
| [LIST OF IMPORTANT JOB EXPECTATIONS] not keyed in and/or incorrect | 1 |
| [EXPECTATIONS] and [DESCRIPTION] not keyed in and/or incorrect | 1 |
| [Security] and [Provides steady employment] not keyed in and/or incorrect | 1 |
| [Advancement] and [Progress in one's job or career] not keyed in and/or incorrect | 1 |
| [Co-workers] and [Competent and congenial] not keyed in and/or incorrect | 1 |

| NO | MANIPULATION ERRORS | MARKS |
|-----------|---|--------------|
| 1 | Line spacing incorrect | |
| 2 | Alignment incorrect | |
| 3 | Letter spaces incorrect | |
| 4 | Upper case and/or lower case incorrect | |
| 5 | Font and/or font size incorrect – Courier New 12 pt | |
| 6 | Paper orientation incorrect | |
| 7 | Margins not 1"/2,54 cm and/or incorrect | |
| 8 | [QUESTION 5A] not changed to [QUESTION 5B] in the header and/or incorrect | |
| 9 | [EXAMINATION NUMBER] not inserted as header right-aligned and/or incorrect | |
| 10 | [CAREERS SA – TOP CAREERS] not inserted and/or incorrect | |
| 11 | [CAREERS SA – TOP CAREERS] not inserted in capital letters and/or incorrect | |
| 12 | [CAREERS SA – TOP CAREERS] not in bold and/or incorrect | |
| 13 | [CAREERS SA – TOP CAREERS] not in italics and/or incorrect | |
| 14 | [CAREERS SA – TOP CAREERS] not centred and/or incorrect | |
| 15 | [Which career to choose] not inserted and/or incorrect | |
| 16 | [Which career to choose] not underlined and/or incorrect | |
| 17 | [Which career to choose] not right-aligned and/or incorrect | |
| 18 | Paragraph [If you are ... your chosen field.] not copied to correct position as indicated by * and/or incorrect | |
| 19 | Paragraph [Learning about ... sacrifice now.] not indented left and right by 0,79"/2 cm and/or incorrect | |
| 20 | Table not inserted with 2 columns and 5 rows and/or incorrect | |
| 21 | Text in table wrapped and/or incorrect | |

QUESTION 5 (CONTINUED)

| NO | MANIPULATION ERRORS | MARKS |
|-----------|---|--------------|
| 22 | Table borders incorrect | |
| 23 | Table not 3 pt outside border and/or incorrect | |
| 24 | [LIST OF IMPORTANT JOB EXPECTATIONS] not inserted and/or incorrect | |
| 25 | [LIST OF IMPORTANT JOB EXPECTATIONS] not inserted in 16 pt and/or incorrect | |
| 26 | [LIST OF IMPORTANT JOB EXPECTATIONS] not inserted in capital letters and/or incorrect | |
| 27 | [LIST OF IMPORTANT JOB EXPECTATIONS] not centred and/or incorrect | |
| 28 | [EXPECTATIONS] and [DESCRIPTION] not inserted in capital letters and/or incorrect | |
| 29 | [EXPECTATIONS] and [DESCRIPTION] not in bold and/or incorrect | |
| 30 | [EXPECTATIONS] and [DESCRIPTION] not centred and/or incorrect | |
| 31 | [Security] and [Provides steady employment] not inserted and/or incorrect | |
| 32 | [Advancement] and [Progress in one's job or career] not inserted and/or incorrect | |
| 33 | [Co-workers] and [Competent and congenial] not inserted and/or incorrect | |
| 34 | Page break not inserted and/or incorrect | |
| 35 | Two columns not inserted and/or incorrect | |
| 36 | Column break incorrect | |
| 37 | Paragraph headings in columns not changed to bold and/or incorrect | |
| 38 | Paragraph headings in columns not double underlined and/or incorrect | |
| 39 | Paragraph numbers not inserted in columns and/or incorrect | |
| 40 | [relatively] not deleted and/or incorrect | |
| 41 | Paragraph [Individuals ... per month.] not changed to 1,5 lines and/or incorrect | |
| 42 | [training] not replaced with [TRAINING] in capital letters and bold and/or incorrect | |
| 43 | [training] not replaced with [TRAINING] - 2 occurrences and/or incorrect | |
| 44 | Page 1 not justified and/or incorrect | |
| 45 | Page number not deleted and/or incorrect | |
| 46 | Hyphenation not used for whole document and/or incorrect | |
| 47 | Any additional manipulation errors | 36 |

QUESTION 5 (CONTINUED)

QUESTION 5B

8 Change to QUESTION 5B
7 1"2,54 cm

10 insert 11 uc 12 bold
13 italics 14 centre

CAREERS SA – TOP CAREERS

EXAMINATION NUMBER

9 header right

15 insert 16 underline 17 right-align

Which career to choose

18 copy and paste

If you are deciding on a career path, it might help you to learn more about your job prospects after you graduate or qualify to work in your chosen field.

44 justify

19 indent left
and right
0,79"2 cm

Learning about the earning potential of your prospective profession can motivate you to work hard and sacrifice now.

24 insert 25 16 pt 26 uc 27 centre

| LIST OF IMPORTANT JOB EXPECTATIONS | |
|------------------------------------|---------------------------------|
| EXPECTATIONS | DESCRIPTION |
| Security | Provides steady employment |
| Advancement | Progress in one's job or career |
| Co-workers | Competent and congenial |

28 insert
in uc
29 bold
30 centre

31 insert
32 insert
33 insert

20 insert table 21 not wrapped 22 borders 23 3 pt outside border

34 page break

45 del page number
46 hyphenation
47 Other

| | |
|---|---|
| 1 | Line spacing |
| 2 | Alignment |
| 3 | Letter spaces |
| 4 | Upper case and/or lower case |
| 5 | Font and/or font size – Courier New 12 pt |
| 6 | Paper orientation |

QUESTION 5 (CONTINUED)

QUESTION 5B

35 2 columns
36 column break

EXAMINATION NUMBER

1. **Software engineers** 40 del
[relatively]

Software engineers manage the design, development and maintenance of software programs. The profession of software engineer is new but its ranking proves that it is one of the country's most important jobs. Earning potential can be as much as R100 000 per month.

2. **Pilots** 41 1,5 lines

Individuals must undergo many years of **TRAINING** and earn several licences and certificates to qualify as a pilot. In addition, 1 500 hours' flight experience is one of the requirements for working at a commercial airline. However, once a pilot is established at an airline, they can rake in R60 000 per month.

3. **IT managers** 37 bold
38 double underline
39 paragraph numbers

IT managers are responsible for overseeing tech-related operations in the business. As our world becomes more digital, tech-based roles have increased in stature and value improving the financial rewards for professionals in these fields. A good IT manager can earn up to R50 000 per month.

4. **Medical specialists**

Depending on the type of specialisation, most specialists have huge earning potential. This is not surprising considering that it takes a minimum of nine years to train as a general practitioner while specialists must undergo advanced education and clinical **TRAINING**. Medical specialists can earn R50 000 per month.

42 F&R uc and bold
43 F&R - 2 occurrences

If you are deciding on a career path, it might help you to learn more about your job prospects after you graduate or qualify to work in your chosen field.

18 copy and paste

| | | |
|---|----|----|
| A | M | T |
| 8 | 36 | 44 |

[44]

TOTAL SECTION B: 85

SECTION C: SPREADSHEET**QUESTION 6A**

ACCURACY: 3
MANIPULATION: 3
TOTAL: 6

| ACCURACY ERRORS | MARKS |
|-------------------------------------|--------------|
| Read all keyed-in text for accuracy | 3 |

| NO | MANIPULATION ERRORS | MARKS |
|-----------|--|--------------|
| 1 | Upper/lower case incorrect | |
| 2 | Rows incorrect | |
| 3 | Letter spaces incorrect | |
| 4 | Column widths incorrect | |
| 5 | Column headings incorrectly aligned | |
| 6 | Format of figures incorrect | |
| 7 | Date format incorrect | |
| 9 | Lines inserted | |
| 10 | [EXAMINATION NUMBER] not inserted as a footer left-aligned and/or incorrect | |
| 11 | [QUESTION 6A] not inserted as a footer right-aligned in capital letters and/or incorrect | |
| 12 | Font and/or font size incorrect (Courier New 12 pt, Arial 10 pt or Calibri 11 pt) | |
| 11 | Spreadsheet not on ONE portrait page and/or incorrect | 3 |

QUESTION 6A (CONTINUED)

| SALARY INDICATOR | | | | |
|---------------------|--------------|--------------|--------|--|
| JOB DESCRIPTION | DATE UPDATED | INTERMEDIATE | SENIOR | |
| Warehouse operator | 15-Jul-20 | 12250 | 18250 | |
| Dispatch clerk | 14-Jun-20 | 9345 | 14345 | |
| Nurse | 13-May-20 | 20886 | 27886 | |
| Wages clerk | 12-Apr-20 | 19222 | 23333 | |
| Marketing assistant | 11-Apr-20 | 13500 | 20500 | |

- 1 Uc/lc
- 2 Rows
- 3 Letter spaces
- 4 Column widths
- 5 Column headings
- 6 Format of figures
- 7 Date format
- 8 No lines
- 9 Examination number left as footer
- 10 Question 6A right as footer
- 11 Font and/or font size
- 12 Spreadsheet ONE portrait page

| | | |
|---|---|---|
| A | M | T |
| 3 | 3 | 6 |

(6)

QUESTION 6B

ACCURACY: 5
MANIPULATION: 24
TOTAL: 29

| ACCURACY ERRORS | MARKS |
|---|--------------|
| [SALARY INDICATOR SOUTH AFRICA] not keyed in and/or incorrect | 1 |
| [AVERAGE SALARIES ... CAREERS] not keyed in and/or incorrect | 1 |
| [INCREASE PERCENTAGE] and [10%] not keyed in and/or incorrect | 1 |
| [DIFFERENCE] not keyed in and/or incorrect | 1 |
| [INCREASE] not keyed in and/or incorrect | |
| [TOTAL] not keyed in and/or incorrect | |
| [AVERAGE SALARY] not keyed in and/or incorrect | 1 |
| [TOP SALARY] not keyed in and/or incorrect | |
| [NUMBER OF JOBS] not keyed in and/or incorrect | |

| NO | MANIPULATION ERRORS | MARKS |
|-----------|--|--------------|
| 1 | [QUESTION 6A] not changed to [QUESTION 6B] in the footer and/or incorrect | |
| 2 | Upper case and/or lower case incorrect | |
| 3 | Letter spaces incorrect | |
| 4 | Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable) | |
| 5 | Landscape orientation and/or not ONE page used and/or incorrect | |
| 6 | Open rows not inserted and/or incorrect | |
| 7 | [SALARY INDICATOR SOUTH AFRICA] not inserted as header and/or incorrect | |
| 8 | [SALARY INDICATOR SOUTH AFRICA] not inserted in capital letters and/or incorrect | |
| 9 | [SALARY INDICATOR SOUTH AFRICA] not in bold and/or incorrect | |
| 10 | [SALARY INDICATOR SOUTH AFRICA] not in italics and/or incorrect | |
| 11 | [SALARY INDICATOR SOUTH AFRICA] not centred and/or incorrect | |
| 12 | [SALARY INDICATOR] not in bold and/or incorrect | |
| 13 | [SALARY INDICATOR] not in italics and/or incorrect | |
| 14 | [AVERAGE SALARIES ... CAREERS] not inserted and/or incorrect | |
| 15 | [AVERAGE SALARIES ... CAREERS] not inserted in capital letters and/or incorrect | |
| 16 | [AVERAGE SALARIES ... CAREERS] not in italics and/or incorrect | |
| 17 | [AVERAGE SALARIES ... CAREERS] not in bold and/or incorrect | |

QUESTION 6B (CONTINUED)

| NO | MANIPULATION ERRORS | MARKS |
|-----------|--|--------------|
| 18 | [INCREASE PERCENTAGE] and [10%] not inserted and/or incorrect | |
| 19 | Column [DATE UPDATED] not deleted and/or incorrect | |
| 20 | [DIFFERENCE] column not inserted and/or incorrect | |
| 21 | [INCREASE] column not inserted and/or incorrect | |
| 22 | Column headings not italics and/or incorrect | |
| 23 | Column headings not right-aligned and/or incorrect | |
| 24 | [TOTAL] not inserted in capital letters and bold and/or incorrect | |
| 25 | [AVERAGE SALARY] not inserted in capital letters and/or incorrect | |
| 26 | [TOP SALARY] not inserted in capital letters and/or incorrect | |
| 27 | [NUMBER OF JOBS] not inserted in capital letters and/or incorrect | |
| 28 | Horizontal lines not inserted and/or incorrect | |
| 29 | Vertical lines not inserted and/or incorrect | |
| 30 | A: DIFFERENCE: SENIOR – INTERMEDIATE not inserted and/or incorrect | |
| 31 | B: INCREASE: INTERMEDIATE × 10% + INTERMEDIATE not inserted and/or incorrect | |
| 32 | C: TOTAL not inserted and/or incorrect | |
| 33 | D: AVERAGE SENIOR SALARY not inserted and/or incorrect | |
| 34 | E: TOP SALARY: HIGHEST SENIOR SALARY not inserted and/or incorrect | |
| 35 | F: NUMBER OF JOBS not inserted and/or incorrect | |
| 36 | Formulae not copied to other cells as indicated on spreadsheet and/or incorrect | |
| 37 | Values not displayed as currency with 2 decimals and/or incorrect | |
| 38 | [NUMBER OF JOBS] not displayed as integer and/or incorrect | |
| 39 | Column widths and/or cell addresses incorrect and/or row and column headings displayed | |
| 40 | Any other manipulation errors | 24 |

QUESTION 6B (CONTINUED)

7 insert header 8 uc 9 bold 10 italics 11 centre
SALARY INDICATOR SOUTH AFRICA

SALARY INDICATOR 12 bold 13 italics

AVERAGE SALARIES FOR SELECTED CAREERS

14 insert 15 uc 16 italics 17 bold

INCREASE PERCENTAGE 10% 18 insert, uc

19 del column

20 insert

21 insert

| <i>JOB DESCRIPTION</i> | <i>INTERMEDIATE</i> | <i>SENIOR</i> | <i>DIFFERENCE</i> | <i>INCREASE</i> |
|------------------------|---------------------|---------------|-------------------|-----------------|
| Warehouse operator | R12 250,00 | R18 250,00 | R6 000,00 | R13 475,00 |
| Dispatch clerk | R9 345,00 | R14 345,00 | R5 000,00 | R10 279,50 |
| Nurse | R20 886,00 | R27 886,00 | R7 000,00 | R22 974,60 |
| Wages clerk | R19 222,00 | R23 333,00 | R4 111,00 | R21 144,20 |
| Marketing assistant | R13 500,00 | R20 500,00 | R7 000,00 | R14 850,00 |
| TOTAL | R75 203,00 | R104 314,00 | R29 111,00 | R82 723,30 |

22 italics
23 right-align

31

| | | |
|---|----|----|
| A | M | T |
| 5 | 24 | 29 |

32

AVERAGE SALARY 25 insert, uc

R20 862,80

33

28 horizontal lines

TOP SALARY 26 insert, uc

R27 886,00

34

29 vertical lines - with or without
outside borders

NUMBER OF JOBS 27 insert, uc

5

35

38 integer

36 copy formulae
37 R two decimals

39 column widths, cell addresses, no row and column headings

2 uc/lc
3 letter spaces
4 font and font size

5 ONE landscape page
6 open rows
40 Other

EXAMINATION NUMBER

1 Change to QUESTION 6B
QUESTION 6B
(29)

QUESTION 6C**MANIPULATION:** 6
TOTAL: 6

| NO | MANIPULATION ERRORS | MARKS |
|-----------|---|--------------|
| 1 | [QUESTION 6B] in the footer not changed to [QUESTION 6C] and/or incorrect | |
| 2 | Formulae not displayed: Formula A and/or incorrect | |
| 3 | Formulae not displayed: Formula B and/or incorrect | |
| 4 | Formulae not displayed: Formula C and/or incorrect | |
| 5 | Formulae not displayed: Formula D and/or incorrect | |
| 6 | Formulae not displayed: Formula E and/or incorrect | |
| 7 | Formulae not displayed: Formula F and/or incorrect | |
| 8 | Column widths not adjusted to display the whole formulae and/or incorrect | |
| 9 | Landscape orientation and/or not ONE page used and/or incorrect | |
| 10 | Spreadsheet not printed with row and column headings and/or incorrect | 6 |

QUESTION 6C (CONTINUED)

SALARY INDICATOR SOUTH AFRICA

| | A | B | C | D | E | F |
|----|--|----------------------------|------------------|-------------------|-----------------|---|
| 1 | SALARY INDICATOR | | | | | |
| 2 | | | | | | |
| 3 | AVERAGE SALARIES FOR SELECTED CAREERS | | | | | |
| 4 | | | | | | |
| 5 | INCREASE PERCENTAGE | 0,1 | | | | |
| 6 | | | | | | |
| 7 | <i>JOB DESCRIPTION</i> | <i>INTERMEDIATE</i> | <i>SENIOR</i> | <i>DIFFERENCE</i> | <i>INCREASE</i> | |
| 8 | Warehouse operator | 12250 | 18250 | 2 | =C8-B8 | 3 |
| 9 | Dispatch clerk | 9345 | 14345 | | =C9-B9 | |
| 10 | Nurse | 20886 | 27886 | | =C10-B10 | |
| 11 | Wages clerk | 19222 | 23333 | | =C11-B11 | |
| 12 | Marketing assistant | 13500 | 20500 | | =C12-B12 | |
| 13 | TOTAL | =SUM(B8:B12) | =SUM(C8:C12) | | =SUM(D8:D12) | 4 |
| 14 | | | | | | |
| 15 | AVERAGE SALARY | | =AVERAGE(C8:C12) | 5 | | |
| 16 | TOP SALARY | | =MAX(C8:C12) | 6 | | |
| 17 | NUMBER OF JOBS | | =COUNT(C8:C12) | 7 | | |
| 18 | | | | | | |
| 19 | 8 column widths | 10 row and column headings | | | | |
| 20 | 9 ONE landscape page | | | | | |

EXAMINATION NUMBER

1 Change to QUESTION 6C
QUESTION 6C
(6)
[41]

QUESTION 7A

ACCURACY: 3
MANIPULATION: 3
TOTAL: 6

| ACCURACY ERRORS | MARKS |
|-------------------------------------|--------------|
| Read all keyed-in text for accuracy | 3 |

| NO | MANIPULATION ERRORS | MARKS |
|-----------|--|--------------|
| 1 | Rows incorrect | |
| 2 | Alignment incorrect | |
| 3 | Letter spaces incorrect | |
| 4 | Upper case and/or lower case incorrect | |
| 5 | Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable) | |
| 6 | Portrait orientation incorrect and/or does not fit on ONE page and/or incorrect | |
| 7 | [EXAMINATION NUMBER] not inserted as a header left-aligned and/or incorrect | |
| 8 | [QUESTION 7A] not inserted as a header right-aligned in capital letters and/or incorrect | |
| 9 | Format of figures incorrect | |
| 10 | Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet printed with row and column headings and/or incorrect | |
| 11 | Any additional manipulation errors | 3 |

QUESTION 7A (CONTINUED)

EXAMINATION NUMBER

QUESTION 7A

GREENPEACE ENGINEERS

| NAME OF EMPLOYEE | GROSS SALARY | PAYE | UIF | TOTAL DEDUCTIONS | NETT SALARY |
|---------------------|-----------------|------|-----|---------------------|----------------|
| JACKSON JJ | 9000 | | | | |
| MHLAMBI PJ | 10000 | | | | |
| VILJOEN P | 11000 | | | | |
| ISMAIL PP | 12000 | | | | |

| A | M | T |
|---|---|---|
| 3 | 3 | 6 |

- 1 Rows
- 2 Alignment
- 3 Letter spaces
- 4 Upper case and/or lower case
- 5 Font and/or font size
- 6 ONE portrait page
- 7 [EXAMINATION NUMBER] header left-aligned
- 8 [QUESTION 7A] header right-aligned, uc
- 9 Format of figures
- 10 Column widths, cell addresses, no row and column headings
- 11 Any additional manipulation errors

(6)

QUESTION 7B

ACCURACY: 4
MANIPULATION: 27
TOTAL: 31

| ACCURACY ERRORS | MARKS |
|--|--------------|
| [PAYROLL SCHEDULE FOR NOVEMBER 2020] not keyed in and/or incorrect | 1 |
| [TOTAL] not keyed in and/or incorrect | 1 |
| [AVERAGE GROSS SALARY] not keyed in and/or incorrect | |
| [HIGHEST PAYE] not keyed in and/or incorrect | 1 |
| [LOWEST NETT SALARY] not keyed in and/or incorrect | |
| [NUMBER OF EMPLOYEES] not keyed in and/or incorrect | 1 |

| NO | MANIPULATION ERRORS | MARKS |
|-----------|--|--------------|
| 1 | [QUESTION 7A] not changed to [QUESTION 7B] in the header and/or incorrect | |
| 2 | Upper case and/or lower case incorrect | |
| 3 | Letter spaces incorrect | |
| 4 | Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable) | |
| 5 | Landscape orientation and/or ONE page not used and/or incorrect | |
| 6 | [GREENPEACE ENGINEERS] not changed to Courier New 16 pt and/or incorrect | |
| 7 | [GREENPEACE ENGINEERS] not changed to bold and/or incorrect | |
| 8 | [GREENPEACE ENGINEERS] not merged and centred and/or incorrect | |
| 9 | [PAYROLL SCHEDULE FOR NOVEMBER 2020] not inserted and/or incorrect | |
| 10 | [PAYROLL SCHEDULE FOR NOVEMBER 2020] not inserted in capital letters and/or incorrect | |
| 11 | [PAYROLL SCHEDULE FOR NOVEMBER 2020] not italics and/or incorrect | |
| 12 | [PAYROLL SCHEDULE FOR NOVEMBER 2020] not merged and centred and/or incorrect | |
| 13 | Open rows not inserted and/or incorrect | |
| 14 | Column headings not bold and centred and/or incorrect | |
| 15 | Row [VILJOEN P] and [11 000] not deleted and/or incorrect | |
| 16 | [TOTAL] not inserted in capital letters and/or incorrect | |
| 17 | [TOTAL] not bold and/or incorrect | |
| 18 | [AVERAGE GROSS SALARY] not inserted in capital letters and/or incorrect | |
| 19 | [HIGHEST PAYE] not inserted in capital letters and/or incorrect | |
| 20 | [LOWEST NETT SALARY] not inserted in capital letters and/or incorrect | |

QUESTION 7B (CONTINUED)

| NO | MANIPULATION ERRORS | MARKS |
|-----------|---|--------------|
| 21 | [NUMBER OF EMPLOYEES] not inserted in capital letters and/or incorrect | |
| 22 | Horizontal lines not inserted and/or incorrect | |
| 23 | Vertical lines not inserted and/or incorrect | |
| 24 | A: PAYE: GROSS SALARY x 15% not inserted and/or incorrect | |
| 25 | B: UIF: GROSS SALARY x 1% not inserted and/or incorrect | |
| 26 | C: TOTAL DEDUCTIONS: PAYE + UIF not inserted and/or incorrect | |
| 27 | D: NETT SALARY: GROSS SALARY – TOTAL DEDUCTIONS not inserted and/or incorrect | |
| 28 | E: TOTAL not inserted and/or incorrect | |
| 29 | F: AVERAGE GROSS SALARY not inserted and/or incorrect | |
| 30 | G: HIGHEST PAYE not inserted and/or incorrect | |
| 31 | H: LOWEST NETT SALARY not inserted and/or incorrect | |
| 32 | I: NUMBER OF EMPLOYEES not inserted and/or incorrect | |
| 33 | Formulae not copied to other cells as indicated on spreadsheet and/or incorrect | |
| 34 | Money values not displayed as currency with 2 decimals and/or incorrect | |
| 35 | [NUMBER OF EMPLOYEES] not displayed as integer and/or incorrect | |
| 36 | Column widths and/or cell addresses incorrect and/or printed with row and column headings | |
| 37 | Any additional manipulation errors | 27 |

QUESTION 7B (CONTINUED)

EXAMINATION NUMBER

QUESTION 7B

GREENPEACE ENGINEERS

6 Courier New 16 pt 7 bold 8 merge and centre

13 open rows

PAYROLL SCHEDULE FOR NOVEMBER 2020

9 insert 10 uc 11 italics 12 merge and centre

| NAME OF EMPLOYEE | GROSS SALARY | PAYE | UIF | TOTAL DEDUCTIONS | NETT SALARY |
|---|--------------|-----------|---------|------------------|-------------|
| JACKSON JJ | R9 000,00 | R1 350,00 | R90,00 | R1 440,00 | R7 560,00 |
| MHLAMBI PJ | R10 000,00 | R1 500,00 | R100,00 | R1 600,00 | R8 400,00 |
| ISMAIL PP <small>15 del row</small> | R12 000,00 | R1 800,00 | R120,00 | R1 920,00 | R10 080,00 |
| TOTAL <small>16 insert, uc 17 bold</small> | R31 000,00 | R4 650,00 | R310,00 | R4 960,00 | R26 040,00 |

14 centre, bold

28

24 25 26 27

| | | | | | |
|----------------------|---------------|--|----|---|-----------|
| AVERAGE GROSS SALARY | 18 insert, uc | | 29 | R | 10 333,33 |
| HIGHEST PAYE | 19 insert, uc | | 30 | R | 1 800,00 |
| LOWEST NETT SALARY | 20 insert, uc | | 31 | R | 7 560,00 |
| NUMBER OF EMPLOYEES | 21 insert, uc | | 32 | | 3 |

22 horizontal lines
23 vertical lines - with or without outside borders

- 1 Change to QUESTION 7B
- 2 Upper and/or lower case
- 3 Letter spaces
- 4 Font, font size
- 5 ONE landscape page
- 33 Formulae copied
- 34 Currency 2 decimals
- 35 Integer
- 36 Column widths, cell addresses, no row and column headings
- 37 Any additional manipulation errors

(31)

| | | |
|---|----|----|
| A | M | T |
| 4 | 27 | 31 |

QUESTION 7C

ACCURACY: 2
MANIPULATION: 5
TOTAL: 7

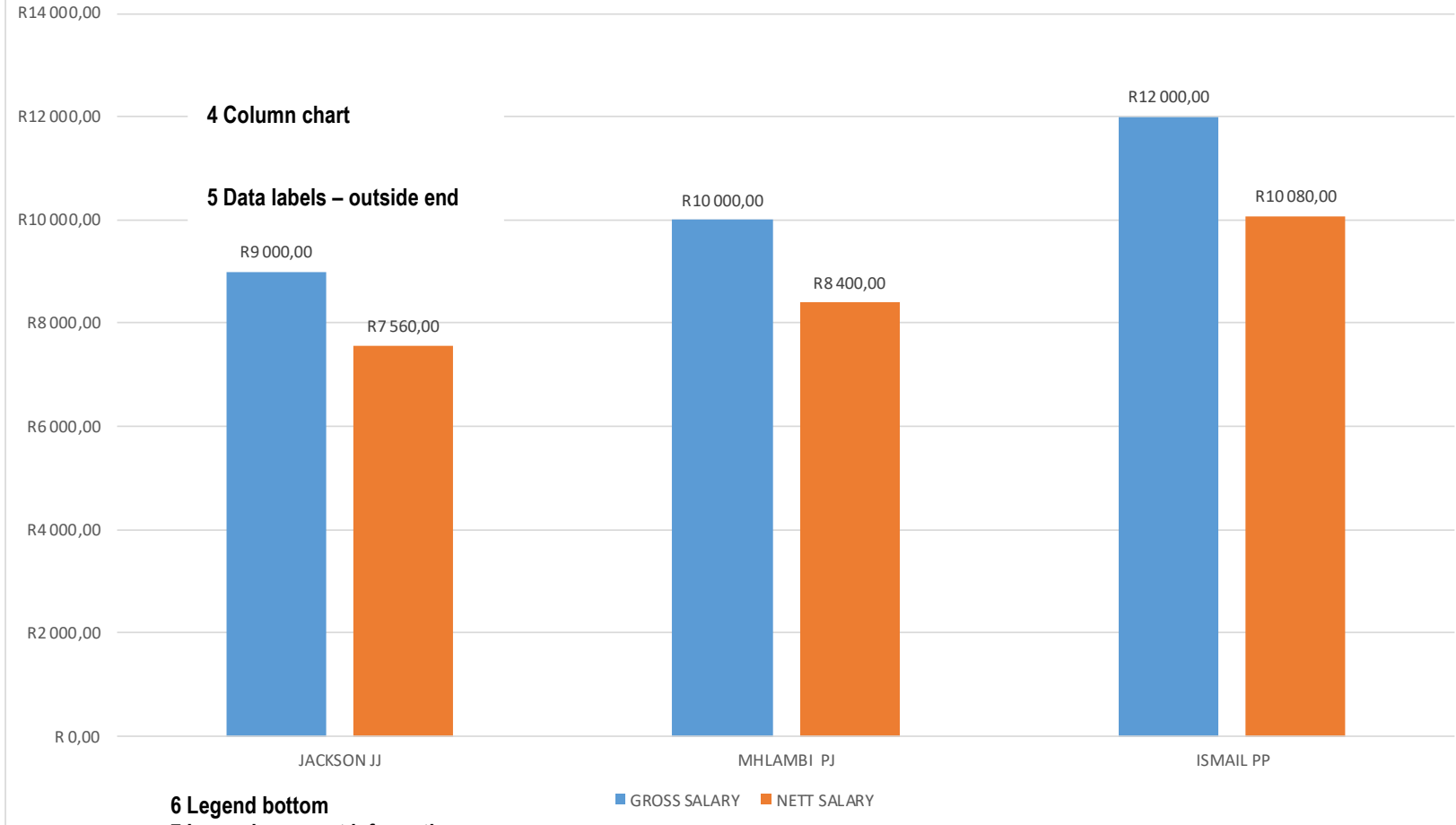
| ACCURACY ERRORS | MARKS |
|---|--------------|
| [SALARIES OF EMPLOYEES] not keyed in and/or incorrect | 1 |
| [EXAMINATION NUMBER] not keyed in and/or incorrect | 1 |
| [QUESTION 7C] not keyed in and/or incorrect | |

| NO | MANIPULATION ERRORS | MARKS |
|-----------|---|--------------|
| 1 | [SALARIES OF EMPLOYEES] not inserted as chart title in first line and/or incorrect | |
| | [EXAMINATION NUMBER] not inserted as chart title in second line and/or incorrect | |
| 2 | [QUESTION 7C] not inserted as chart title in third line and/or incorrect | |
| 3 | Column graph not created and/or incorrect | |
| 4 | Data labels not displayed outside end and/or incorrect | |
| 5 | Legend not displayed at the bottom of the graph and/or incorrect | |
| 6 | Legend not displaying correct information | |
| 7 | Incorrect information used for graph | |
| 8 | Graph not printed as new sheet and/or not in landscape orientation and/or incorrect | 5 |

QUESTION 7C (CONTINUED)

SALARIES OF EMPLOYEES
EXAMINATION NUMBER
QUESTION 7C

1 Chart title – 1st line
2 Chart title – 2nd line
3 Chart title – 3rd line



(7)
[44]
TOTAL SECTION C: 85
GRAND TOTAL: 200