higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

JUNE EXAMINATION

COMPUTER PRACTICE N6

5 JUNE 2013

This marking guideline consists of 34 pages.

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SECTION A

THEORY 50 MARKS

QUESTION 1 (INFORMATION SYSTEMS) 15 MARKS

NOTE: THE ANSWERS BELOW MUST BE IN THE CORRECT ORDER.

1.1
- Draw up the request for proposal (REF).
- Send the request to suppliers.
- Draw up a shortlist.
- Evaluate the suppliers on the shortlist.
- Make the final selection. (5)

NOTE: THE ANSWERS BELOW CAN BE IN ANY ORDER.

1.2
- Personnel (people)
- Hardware (printers, computers and other peripherals)
- Software (application programs)
- Data communication facilities (modem, Internet access, e-mail)
- Office equipment
- Documentation (Any 3 × 1) (3)

NOTE: THE ANSWERS BELOW CAN BE IN ANY ORDER.

1.3
- Bus
- Star
- Ring (3)

NOTE: THE ANSWERS BELOW CAN BE IN ANY ORDER.

1.4
- Outright purchase from the manufacturer
- Leasing
- Suspensive sales agreement
- Rental from the manufacturer (4)

[15]

QUESTION 2 (OPERATING SYSTEMS) 10 MARKS

QUESTION 2A

2.1 DVD Maker

2.2 14 July 2009 06:52:30 AM

2.3 C:\Program Files

2.4 375

2.5 79.3 MB (5)

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QUESTION 2B

2.6 Date and Time

2.7 Devices and Printers

2.8 Programs and Features

2.9 Mouse

2.10 Display (5)
[10]

QUESTION 3 (VIRUSES) 15 MARKS

NOTE: THE ANSWERS BELOW IN QUESTION 3.1-3.3 CAN BE IN ANY ORDER.

3.1
- The system appears slow or performs strange actions.
- The RAM seems to be decreasing.
- Executable files also slow down and takes longer to execute.
- Bad/damaged sectors appear on hard disk.
- The number of files on a disk changes (increases/decreases).
- The size of the executable files changes.
- An activity occurs on the system not requested by the user, e.g. copying/deleting of files.

(OR Any other applicable answer 5 × 1) (5)

3.2
- Do not use any unknown disk drives in your computer.
- Be careful when downloading files from the Internet, take note of warnings from your anti-virus programme.
- Control access to your computer and especially to your server.
- If not the case, change CMOS settings that the computer boots from the hard drive where your anti-virus programme is installed.
- Run your anti-virus on a regular basis to check files and disks.
- Ensure your anti-virus receives regular updates.
- Avoid pirate software.
- Avoid sharing of disks/flash drives by people.

(OR Any other applicable answer 5 × 1) (5)

3.3
- Propagation or transmission stage
- Dormancy or hibernation stage
- Inactive stage
- Active stage
- Disinfecting stage

(5)
[15]

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QUESTION 4 (TROUBLE SHOOTING) 10 MARKS

4.1 True
4.2 True
4.3 True
4.4 True
4.5 True
4.6 False
4.7 False
4.8 False
4.9 False
4.10 True (10 × 1) (10)

TOTAL: 50

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✓ 3 ✓ 4

EXAMINATION NUMBER **QUESTION 1**

✓✓✓✓ 5, 6, 7, 8

10 POINT PLAN TO GET YOU GOING

✓ 1
✓ 2

1. DECIDE WHAT YOU WILL SELL

1.1 Once you have decided to start your own **COMPANY**, ask yourself:

1.1.1 Is there something I am an expert in, such as writing or baking?

1.1.2 Is this expertise something I can build a **COMPANY** on?

1.1.3 What makes my service or product better than the others that are already available?

1.1.4 Is there a demand for the service or product I will offer?

2. CHOOSE A NAME AND COMPANY STRUCTURE

2.1 Remember that the name must stand out and tell customers what you want them to know.

3. DRAW UP A COMPANY PLAN

3.1 To draw up a **COMPANY** plan, compile the following information:

3.1.1 The **COMPANY** name, registration number and contact details.

3.1.2 A description and overview of your **COMPANY**.

3.1.3 Insurance details and possible risks.

3.1.4 The purpose of the **COMPANY**.

4. FINANCE YOUR COMPANY

4.1 Answer the following questions before looking for financing:

4.1.1 How much money will you need?

4.1.2 What will you live on?

4.1.3 How will you pay for equipment and stock?

5. GET ALL THE LEGAL ASPECTS IN ORDER

5.1 Register your **COMPANY** name with the Companies and Intellectual Properties Commission (www.cipc.co.za) on a CoR 14.1 and 15.1 document to get the registration form that you need to open a **COMPANY** bank account.

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6. BANKING AND INSURANCE

✓✓✓ 9, 10, 11

6.1 Open a separate bank account for your **COMPANY**

✓✓ 12, 13

7. MARKET YOUR COMPANY

✓✓ 14, 15
✓✓ 16, 17
✓✓ 18, 19

7.1 Start with a written marketing plan. Include the following:

7.1.1 The purpose of your marketing plan.

7.1.2 Your target market.

7.1.3 The benefits of your product or service.

7.1.4 How and where you want to position yourself in the market.

7.1.5 Your marketing tactics.

7.1.6 Your marketing budget.

8. DEAL WITH STAFF ISSUES

✓✓ 20, 21

8.1 If you employ staff, you must secure their rights and obligations, as well as your rights and responsibilities with an employment contract, says Michael Opperman from Omni Labour Consultants.

9. BOOKKEEPING AND ADMINISTRATION

✓✓ 22, 23

9.1 If you are unsure of your accounting skills, hire an accountant to set up your system, check your books once a month and do your annual tax returns.

10. THE CONSUMER PROTECTION ACT

✓✓ 24, 25

10.1 This Act (CPA) is not only aimed at protecting consumers, but also small companies.

✓ 26 ✓ 27 ✓ 28

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EXAMINATION NUMBER **QUESTION 1**

MANIPULATION		**26**
1	Document not Arial 12 pt/10 cpi, including header and/or incorrect	
2	Margins not 0.5"/ 1.27 cm and/ or incorrect	
3	Exam and computer number not aligned left and/or incorrect	
4	Question number not aligned right and/or incorrect	
5	Main heading [10 Point … going] not changed to capital letters,	
6	Bold,	
7	Centred and	
8	18-point and/or incorrect	
9	Paragraph headings not aligned left against left–hand margin	
10	Capital letters and	
11	Bold and/or incorrect	
	Automatic paragraph numbering function not used:	
12, 13	Level 1 (in bold) incorrect or omitted	
14, 15	Level 2 incorrect or omitted	
16,17	Level 3 incorrect or omitted	
18 19	Business not replaced with COMPANY in capital letters and Bold and/or incorrect (13 replacements). If only few is replaced, loose both marks (function not used)	
20, 21	Paragraph 8 not changed to columns and/or incorrect	
22, 23	Paragraph 9 not changed to columns and/or incorrect	
24, 25	Columns not switched off and or incorrect	
26	Line spacing incorrect	
27	Capital letters, small letters, letter spaces incorrect (Question 1)	
28	Any other manipulation errors, e.g. italics, underline - additional	

ACCURACY		**1**
1	Examination number keyed in incorrectly	
2.	Question 1 keyed in incorrectly	

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EXAMINATION NUMBER

✓ ✓ 3, 4

QUESTION 2

✓ ✓ 1, 2

✓ ✓✓ ✓ 5, 6, 7, 8, 9

10 POINT PLAN TO GET STARTED: A 10 POINT CHECKLIST

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EXAMINATION NUMBER

✓ 11

QUESTION 2

✓ 12

TABLE OF CONTENT

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1 DECIDE WHAT YOU WILL SELL 1
2 CHOOSE A NAME AND COMPANY STRUCTURE 1
3 DRAW UP A COMPANY PLAN 1
4 FINANCE YOUR COMPANY 1
5 GET ALL THE LEGAL ASPECTS IN ORDER 2
6 BANKING AND INSURANCE 2
7 MARKET YOUR COMPANY 2
8 DEAL WITH STAFF ISSUES 2
9 BOOKKEEPING AND ADMINISTRATION 2
10 THE CONSUMER PROTECTION ACT 3

✓ 13
✓ 14
✓ ✓ 15, 16
✓ 17
✓ 18

✓ 10

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EXAMINATION NUMBER **QUESTION 1**

10 POINT PLAN TO GET YOU GOING

1 DECIDE WHAT YOU WILL SELL

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3.1.3. The purpose of the **COMPANY**.

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4.1.1. How much money will you need?
4.1.2. What will you live on?
4.1.3. How will you pay for equipment and stock?

✓ ✓ 19, 20

✓ 21

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EXAMINATION NUMBER **QUESTION 1**

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10.1 This Act (CPA) is not only aimed at protecting consumers, but also small companies.

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EXAMINATION NUMBER **QUESTION 2**

✓ 22

✓ 24
✓ 25
✓✓ 26, 27
✓ 28
✓ 29
✓ 30
✓ 31

✓ 23

INDEX

bank 2
COMPANY 1, 2
insurance 2

PAGE NUMBER

money..... 1
staff 2

A	M	T
5	25	30

MANIPULATION		**25**
1	Document not changed to Calibri 12 pt/10 cpi, including header and/or incorrect	
2	Margins not 0.5"/ 1.27 cm and/or incorrect	
3	Examination number and computer number not aligned left and/or incorrect	
4	Question 2 not aligned right in capital letters and/or incorrect	
5	Page 1: [10 Point ... checklist] not inserted in capital letters	
6	Letter size 18 and	
7	Centred horizontally and vertically and/or incorrect	
8	Page breaks not inserted on pages 1-2 and/or incorrect	
9	Page 1: No page numbering and/or incorrect	
10	Page 2: No page numbering and/or incorrect	
11	Page 2: [Table of Content] not aligned left in capital letters, bold and letter size 18 and/or incorrect	
12	Page 2: [Page number] not aligned right in capital letters, bold and letter size 18 and/or incorrect	
13	Generate Table of Content	
14	Correct titles (1-10)	
15, 16	Correct page numbers	
17	Page numbers not right aligned with leader dots and/or incorrect	
18	Line spacing incorrect	
19	Pages 3-5: Page numbering not inserted bottom,	
20	Centred and/or incorrect	
21	Page brakes wrongly inserted on pages 3-5	
22	Page 6: [Index] not aligned left in capital letters, bold and 18-point and/or incorrect	
23	Page 6: [Page number] not aligned right in capital letters, bold and 18-point and/or incorrect	
24	Generate Index	
25	Correct words (5)	
26, 27	Correct page numbers	
28	Page numbers not right aligned with leader dots and/or incorrect	
29	2 Columns and/or incorrect	
30	Capital letters, small letters and letter spacing incorrect	
31	Any other manipulation errors, e.g. italics, underline - additional	

ACCURACY		**5**
1	[Examination number] and [QUESTION 2] keyed in incorrectly	
2	[10 Point plan ... Checklist] keyed in incorrectly	
1	[Table of Content] and [Page number] keyed in incorrectly	
1	[Index] and [Page number] keyed in incorrectly	

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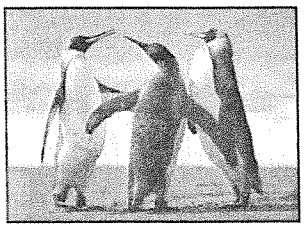
EXAMINATION NUMBER ✓✓3, 4 **QUESTION 3** ✓✓ 1,2

ENTREPRENEURS SOUTH AFRICA ✓✓5, 6



✓ 7

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10 Point Plan to get started

✓✓✓ 8 ,9, 10 ✓✓ 11, 12 ✓✓ ✓ 13, 14, 15

MANIPULATION		19
1	Letterhead not Franklin Gothic Heavy 12 pt/10 cpi and/or incorrect	
2	Margins not 0.5"/ 1.27 cm and/or incorrect	
3	Examination and computer number not left aligned and/or incorrect	
4	Question 3 not right aligned and/or incorrect	
5	[Entrepreneurs South Africa] not inserted in capital letters and bold and/or incorrect	
6	[Entrepreneurs South Africa] not centred and 18 pt and/or incorrect	
7	3 Equal newspaper columns and/or incorrect	
8	Column 1: Appropriate graphic and/or incorrect	
9	Column 1: Height 1"/2.54 cm; Width 1.5"/3.8 cm and/or incorrect	
10	Column 1: Insert a double frame around graphic and/or incorrect	
11	Column 2: Text centred and/or incorrect	
12	Column 2: Letter size 8 pt and/or incorrect	
13	Column 3: Text right aligned and/or incorrect	
14	Column 3: Text bold and italics and/or incorrect	
15	Column 3: Letter size 12 pt and/or incorrect	
16	Horizontal line not inserted after columns and/or incorrect	
17	Margins not 0.5"/1.27 cm in footer and/or incorrect	
18	Double horizontal line not inserted in footer and/or incorrect	
19	[10 Point Plan] not inserted as footer right aligned and/or incorrect	
20	Line spacing incorrect	
21	Capital letters, small letters, letter spacing incorrect - additional	

ACCURACY		4
1	[Examination number] and [Question 3] keyed in incorrectly	
1	[P O Box ... 10.Plan@gmail.com] keyed in incorrectly	
1	[10 Point ... started] keyed in incorrectly	
1	[10 Point Plan] keyed in incorrectly	

A	M	T
4	19	23

✓✓ 20, 21 ✓✓ 17, 18

✓ 19

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EXAMINATION NUMBER

QUESTION 3

WORD ✓ 7

NAME	COMPANY	TOWN	REFERENCE	FIRST NAME	DATE 1	DATE 2
Mnr Malinga	Sakithuba	Umbumbulu	NVT	Lindela	26 February 2013	1 August 2013
Mnr Haasbroek	Basadi	Amanzimtoti	QUESTION 4A	Pieter	27 February 2013	2 August 2013
Me Lambrecht	Legal Eagles	Margate	EXAMINATION NUMBER	Bronwynne	28 February 2013	3 August 2013

✓ 1
✓ 2

✓ 3
✓ 4
✓ 5
✓ 6

A	M	T
5	7	12

ACCURACY	**5**
5	All keying in erros

MANIPULATION	**7**
1	[Question 4A] not inserted in letter/record 2 at Reference and/or incorrect
2	[Examination number] not inserted in letter/record 3 at Reference and/or incorrect
3	7 Correct fields
4	3 Correct records
5	Text not wrapped and/or incorrect
6	Paper orientation not landscape or more than 1 page and/or incorrect
7	Question number and Examination number inserted as header
8	Capital letters, small letters, letter spacing incorrect - additional
If a table is used as given on the paper, the candidate loses marks 3 & 4 because it is not a merged table	

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WORD PERFECT

FIELDNAMES(NAME;COMPANY;TOWN;REFERENCE;FIRST NAME;DATE 1;DATE 2)ENDRECORD
Mr MalingaENDFIELD
SakithubaENDFIELD
UmbumbuluENDFIELD
NAENDFIELD
LindelaENDFIELD
26 February 2013ENDFIELD
1 August 2013ENDFIELD
ENDRECORD
Mr HaasbroekENDFIELD
BasadiENDFIELD
AmanzimtotiENDFIELD
QUESTION 4AENDFIELD
PieterENDFIELD
27 February 2013ENDFIELD
2 August 2013ENDFIELD
ENDRECORD
Ms LambrechtENDFIELD
Legal EaglesENDFIELD
MargateENDFIELD
EXAMINATION NUMBERENDFIELD
BronwynneENDFIELD
28 February 2013ENDFIELD
3 August 2013ENDFIELD
ENDRECORD

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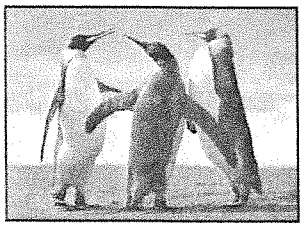
EXAMINATION NUMBER **QUESTION 4B**

✓ 4

ENTREPRENEURS SOUTH AFRICA



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✓1

✓ 2

10 Point Plan
to get
started

✓ 3

5 June 2013

«NAME» ✓ 6
«COMPANY» ✓ 7
«TOWN» ✓ 8
«REFERENCE» ✓ 9

Dear «FIRST_NAME» ✓ 10

We hereby acknowledge your application dated «DATE_1» regarding our Entrepreneur's Special 10 POINT PLAN[1] to get you going.

✓ 12

In your preparation you need to ask yourself the following questions which we will discuss with you during our workshop that will take place «DATE_2»: ✓ 11

Are you an achiever?

- Are you determined?
- Are you imaginative and creative?
- Are you independent?
- Are you knowledgeable about the business?
- Are you motivated?
- Are you patient?
- Are you practical?
- Do you have self-discipline?
- Do you take action?

✓ 14

✓ 15

We look forward to see you!

✓ 16

Yours sincerely

✓ 17

Ina Opperman

✓ 13

[1] **Article by Ina Opperman, Ideas: February 2013**

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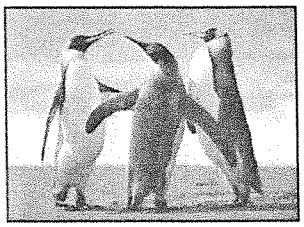
EXAMINATION NUMBER **QUESTION 4B**

ENTREPRENEURS SOUTH AFRICA



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10 Point Plan
to get
started

5 June 2013

Mr Haasbroek
Basadi ✓✓ 9, 10
Amanzimtoti
QUESTION 4A

Dear Pieter

We hereby acknowledge your application dated 27 February 2013 regarding our Entrepreneur's Special 10 POINT PLAN[2] to get you going.

In your preparation you need to ask yourself the following questions which we will discuss with you during our workshop that will take place2 August 2013:

- Are you an achiever?
- Are you determined?
- Are you independent?
- Are you knowledgeable about the business?
- Are you motivated?
- Are you patient?
- Are you practical?
- Are you imaginative and creative?
- Do you have self-discipline?
- Do you take action?

We look forward to see you!

We look forward to see you!

Yours sincerely

[2]Article by Ina Opperman, Ideas: February 2013

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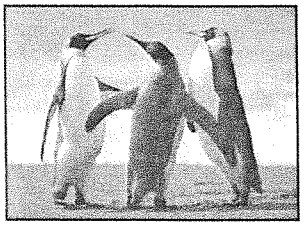
Ina Opperman

EXAMINATION NUMBER **QUESTION 4B**

✓ 4

ENTREPRENEURS SOUTH AFRICA



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✓1

10 Point Plan to get started

✓ 3

✓ 2

5 June 2013

Ms Lambrecht
Legal Eagles
Margate
EXAMINATION NUMBER

✓✓ 11, 12

Dear Bronwynne

We hereby acknowledge your application dated 28 February 2013 regarding our Entrepreneur's Special 10 POINT PLAN[3] to get you going.

In your preparation you need to ask yourself the following questions which we will discuss with you during our workshop that will take place 3 August 2013:

- Are you an achiever?
- Are you determined?
- Are you independent?
- Are you knowledgeable about the business?
- Are you motivated?
- Are you patient?
- Are you practical?
- Are you imaginative and creative?
- Do you have self-discipline?
- Do you take action?

We look forward to see you!

Yours sincerely

Ina Opperman

A	M	T
0	12	12

MANIPULATION	12
1	Question 4B in header not changed to Question 4C on all 3 letters and/or incorrect
2, 3	Incorrect/no letterhead used in all 3 letters and/or incorrect
4	Page numbers not inserted bottom,
5	Centred and
6	Style Page 1 of 1 on all 3 letters and/or incorrect
7,8	All 7 fields correct in letter 1
9, 10	All 7 fields correct in letter 2
11, 12	All 7 fields correct in letter 3
13	If footnote number is changed to 1 on all 3 letters and/or incorrect

[3] Article by **Ina Opperman, Ideas: February 2013**

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✓ 13

QUESTION 4B	
MANIPULATION	**16**
1	Letterhead (Question 3) not retrieved and/or incorrect
2	Letterhead not Franklin Gothic Heavy 12 pt and text below letterhead not in Times New Roman 12 pt and/or incorrect
3	Margins not 0.5"/1.25 cm and/or incorrect
4	Question 3 in header not changed to Question 4B and/or incorrect
5	System date not inserted and right aligned and/or incorrect
	7 Merge Fields inserted (SEE WORDPERFECT EXAMPLE)
6	NAME
7	COMPANY
8	TOWN
9	REFERENCE
10	FIRST NAME
11	DATE 1 and DATE 2
12	Footnote not inserted after [10 Point Plan] and/or incorrect
13	Text [Article by Ina Opperman, Ideas: February 2013] in footnote not inserted in 8 pt and bold and/or incorrect
14	Bullets not inserted and/or incorrect
15	Text not sorted alphabetically and/or incorrect
16	Line spacing incorrect
17	Capital letters, small letters, letter spaces incorrect
If a candidate did not hand in the data document or did not used the merged table, the candidate loses [6-11] – 6 marks	

ACCURACY	**6**
6	All keying in errors after Letterhead as well as in header

A	M	T
6	**16**	**22**

EXAMINATION NUMBER ✓3 QUESTION 5
✓2 ✓1

YOU COULD BE ONE OF FIVE READERS TO WIN AN ONLINE ENTREPRENEURS COURSE WORTH R9 000 TO HELP YOU MAKE A SUCCESS OF YOUR BUSINESS
✓4

In conjunction with which University are GetSmarter's courses presented? ✓✓5, 6 ✓✓7, 8

1) FOUR WAYS TO PARTICIPATE:
✓✓9, 10
   a) Write the answer and your contact details at the back of a postcard and send it to us
   b) SMS "Business", the answer and your contact details to 34459
   c) E-mail the answer and your contact details to competition@ideas.co.za
   d) Go to ideas.co.za to enter online

COURSE✓12	SEMESTER FEE (R)	NUMBER OF SEMESTERS	ANNUAL/ TOTAL PRICE
Start and Manage a Business	9985.23	2.3	R 22966.03
Bookkeeping	12976.99	4	R 51907.96
Financial Management	15524.99	2.5	R 38812.48
Internet Marketing	10095.99	1	R 10095.99
Social Media	1009.98	2	R 2019.96

A short mathematical formula of the table above would look like this:

$$\frac{COURSE\ FEES}{EXPENSES} \times NUMBER\ OF\ SEMESTERS = TOTAL\ PRICE \text{ OR } \frac{X}{Y} \times Z = TOTAL\ PRICE$$
✓✓✓ 17, 18, 19

Closing date for competition: 1 August 2013
✓✓✓✓ 13, 14, 15, 16

✓✓ 21, 22

✓ 11

✓ 20

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QUESTION 5	
MANIPULATION	**20**
1	Document not Comic Sans 12 pt/10 cpi, including header and/or incorrect
2	Margins not 0.5"/ 1.27 cm and/ or incorrect
3	Exam and computer number not left aligned and question number not right aligned in the header and/or incorrect
4	[You could … business], [A short … this:] and [Closing … 2013] paragraphs not centred and/or incorrect
5	Paragraph 2 not inserted in 18 point, centred,
6	Bold and italics and/or incorrect
7	Textbox not inserted
8	with double frame and/or incorrect
9, 10	Automatic paragraph numbering function not used and/or incorrect
11	Table not inserted and/or incorrect
12	Table: first two rows and column 3 not centred and/or incorrect
13, 14	Formulae in column 4 not inserted and/or incorrect
15	Figures in column 4 not in currency with 2 decimals and/or incorrect
16	Formulae in column 4 and figures in column 2 not right aligned and/or incorrect
17, 18	Equation not inserted and/or incorrect
19	Equation not right aligned and/or incorrect
20	Double page border not inserted and/or incorrect
21	Capital letters, small letters, letter spaces incorrect
22	Any other manipulation error, e.g. italics, underline - additional

ACCURACY	4
4	All keying in errors

A	M	T
4	20	24

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✓ 1 ✓ 2

KWALATA RESORT RESERVATION ✓ 3

✓ 4 10 POINT PLAN COURSE BOOKING

GROUP	ARRIVAL	DEPARTURE	NUMBER OF DAYS	NUMBER OF STAFF	COST: ACCOMMODATION	COST: MEALS	EXTRA LEVY OR DISCOUNT	FINAL QUOTATION
SEDIBENG	3-Jun-13	7-Jun-13	4	22	R 22,000.00	R 39,600.00	-R 3,000.00	R 58,600.00
EEC	4-Jun-13	10-Jun-13	6	30	R 45,000.00	R 81,000.00	-R 4,500.00	R 121,500.00
EWC	5-Jun-13	12-Jun-13	7	28	R 49,000.00	R 88,200.00	-R 5,250.00	R 131,950.00
CJC	6-Jun-13	13-Jun-13	7	10	R 17,500.00	R 31,500.00	R 2,625.00	R 51,625.00
TSHWANE NORTH	7-Jun-13	15-Jun-13	8	12	R 24,000.00	R 43,200.00	R 3,600.00	R 70,800.00
NORTHLINK	8-Jun-13	14-Jun-13	6	15	R 22,500.00	R 40,500.00	-R 4,500.00	R 58,500.00

✓✓ 5, 6 ✓ 17 ✓ 18 ✓✓ 7, 8 ✓✓ 9, 10 ✓✓ 11, 12 ✓✓ 13, 14 ✓✓ 15, 16

TARIFFS: PER PERSON PER DAY

ACCOMMODATION	R 250.00	✓ 19	✓ 21
MEALS	R 450.00		✓ 22
EXTRA LEVY	R 750.00	✓ 20	
DISCOUNT	15%		

M	A	T
21	1	22

✓ 23

✓ 24

MANIPULATION	21
1	[Examination number and Computer number] not left aligned in header and/or incorrect
2	[Question 1A] not right aligned in header and/or incorrect
3	[KWALATA RESORT RESERVATION] not centred and/or incorrect
4	[10 POINT COURSE BOOKING] not right aligned and/or incorrect
5+6	[ARRIVAL] answers incorrect

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7+8	[NUMBER OF DAYS] answers incorrect			
9+10	[COST: ACCOMMODATION] answers incorrect			
11+12	[COST: MEALS] answers incorrect			
13+14	[EXTRA LEVY OR DISCOUNT] answers incorrect			
15+16	[FINAL QUOTATION] answers incorrect			
17	Date format incorrect in ARRIVAL			
18	[NUMBER OF DAYS] not displayed as integer			
19	Answers not currency in Columns F, G, H, I			
20	[DISCOUNT] not displayed as negative			
21	Landscape orientation not used			
22	Column width not correct			
23	Arial 10 pt/Calibri 11 pt not used and/or incorrect			
24	If column and row headings are displayed or extra horizontal or vertical lines inserted			

ACCURACY		**1**
1	All keying in errors	

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COMPUTER PRACTICE N6

KWALATA RESORT RESERVATION

10 POINT PLAN COURSE BOOKING

GROUP	ARRIVAL	NUMBER OF DAYS	COST: ACCOMMODATION	COST: MEALS	EXTRA LEVY OR DISCOUNT	FINAL QUOTATION
SEDIBENG	41428	=C6-B6	=($G$14*D6)*E6	=($G$15*D6)*E6	=IF(E6>=15, -$G$16*D6, $G$17*F6)	=SUM(F6:H6)
EEC	=B6+1	=C7-B7	=($G$14*D7)*E7	=($G$15*D7)*E7	=IF(E7>=15, -$G$16*D7, $G$17*F7)	=SUM(F7:H7)
EWC	=B7+1	=C8-B8	=($G$14*D8)*E8	=($G$15*D8)*E8	=IF(E8>=15, -$G$16*D8, $G$17*F8)	=SUM(F8:H8)
CJC	=B8+1	=C9-B9	=($G$14*D9)*E9	=($G$15*D9)*E9	=IF(E9>=15, -$G$16*D9, $G$17*F9)	=SUM(F9:H9)
TSHWANE NORTH	=B9+1	=C10-B10	=($G$14*D10)*E10	=($G$15*D10)*E10	=IF(E10>=15, -$G$16*D10, $G$17*F10)	=SUM(F10:H10)
NORTHLINK	=B10+1	=C11-B11	=($G$14*D11)*E11	=($G$15*D11)*E11	=IF(E11>=15, -$G$16*D11, $G$17*F11)	=SUM(F11:H11)
	✓✓ 2, 3	✓ 4	✓✓✓ 5, 6, 7	✓✓✓ 8, 9, 10	✓✓✓✓ 11, 12, 13, 14, ✓ 15	
			TARIFFS: PER PERSON PER DAY			

✓✓ 16, 17

✓ 18

✓ 19

✓ 20

✓ 21

ACCOMMODATION	250
MEALS	450
EXTRA LEVY	750
DISCOUNT	0.15

M	A	T
21	**0**	**21**

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MANIPULATION		21
1	Question 1A in header not changed to Question 1B and/or incorrect	
2 + 3	[ARRIVAL] Formula incorrect	
4	[NUMBER OF DAYS] Formula incorrect	
5 + 6 +7	[COST: ACCOMMODATION] Formula incorrect	
8 + 9 + 10	[COST: MEALS] Formula incorrect	
11 + 12 + 13 + 14	[EXTRA LEVY OR DISCOUNT] Function incorrect	
15	[FINAL QUOTATION] Formula incorrect	
16 + 17	Hide Columns C [DEPARTURE] and E [NUMBER OF STAFF] and/or incorrect	
18	Landscape orientation not used	
19	Column width incorrect	
20	Spreadsheet not on one page	
21	Column and row headings not displayed and/or incorrect	

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KWALATA RESORT RESERVATION

10 POINT PLAN COURSE BOOKING

GROUP	ACCOMMODATION	MEALS	EXTRA LEVY OR DISCOUNT	FINAL QUOTATION
SEDIBENG	R 22,000.00	R 39,600.00	-R 3,000.00	R 58,600.00
EEC	R 45,000.00	R 81,000.00	-R 4,500.00	R 121,500.00
EWC	R 49,000.00	R 88,200.00	-R 5,250.00	R 131,950.00
CJC	R 17,500.00	R 31,500.00	R 2,625.00	R 51,625.00
TSHWANE NORTH	R 24,000.00	R 43,200.00	R 3,600.00	R 70,800.00
NORTHLINK	R 22,500.00	R 40,500.00	-R 4,500.00	R 58,500.00

TARIFFS: PER PERSON PER DAY

ACCOMODATION:	R 250.00
MEALS:	R 450.00
EXTRA LEVY:	R 750.00
DISCOUNT:	15%

EXAMINATION NUMBER QUESTION 1C



MANIPULATION **13**

✓ 1 Exam number & Question 1C not inserted as graph heading
✓ 2 Exam number & Question 1C as a header
✓ 3 X-axis: Indicate GROUPS, Y-Axis: VALUES
✓ 4 Gridlines
✓ 5 Mixed Graph
✓ 6 Legend 1: Bar graph: Meals
✓ 7 Legend 2: Line graph: Accommodation
✓ 8 Legend left aligned and/or incorrect
✓ 9 X-axis title: DIFFERENT GROUPS
✓ 10 Y-axis title: MONETARY VALUE
✓ 11 Data values: Meals only
✓ 12 Landscape orientation
✓ 13 Not printed as a new sheet

ACCURACY **1**
[Exam no], [QUESTION 1C], [Different groups] and [Monetary value]

M	A	T
13	1	14

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KWALATA RESORT: PROJECTIONS ON POSSIBLE SAVINGS ✓ 3

✓ 1, 2

ENTREPRENEUR

NAME	GROUP	EVENT INCOME	% SAVINGS PER EVENT	SAVINGS IN RAND	NUMBER OF BOOKED EVENTS FOR 2013	TOTAL PROJECTED SAVINGS FOR 2013	TARGET ACHIEVED OR TARGET NOT ACHIEVED
Lindela Malinga	SEDIBENG	R 185,000.00	15%	R 27,750.00	3	R 83,250.00	Target achieved
Pieter Haasbroek	EEC	R 515,000.00	25%	R 128,750.00	3	R 386,250.00	Target achieved
Bronwynne Lambrecht	EWC	R 425,000.00	23%	R 97,750.00	4	R 391,000.00	Target achieved
Margaret Khoza	CJC	R 255,000.00	18%	R 45,900.00	3	R 137,700.00	Target achieved
André Groenewald	TSHWANE NORTH	R 385,000.00	21%	R 80,850.00	4	R 323,400.00	Target achieved
Ruben Moraba	NORTHLINK	R 0.00	0%	R 0.00	4	R 0.00	Target not achieved
Braam van Tonder	UMBUMBULU	R 125,000.00	10%	R 12,500.00	3	R 37,500.00	Target achieved
			✓✓ 4, 5	✓✓ 6, 7	✓ 8		✓✓ 9, 10

✓✓ 12, 13

✓ 11

EVENT INCOME	% SAVINGS PER EVENT	
R 0.00	0%	
R 125,000.00	10%	✓ 14
R 185,000.00	15%	
R 255,000.00	18%	✓ 15
R 385,000.00	21%	
R 425,000.00	23%	✓ 16
R 515,000.00	25%	

✓ 17

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M	A	T
14	4	18

✓ 18

ACCURACY	
All keying in errors	4

	MANIPULATION
1	[Examination number and Computer number] not inserted as header left aligned and/or incorrect
2	[QUESTION 2A] not inserted as header right aligned and/or incorrect
3	Column Headings not centred and/or incorrect
4+5	[SAVINGS PER EVENT] Answers not correct
6+7	[SAVINGS IN RAND] Answers not correct
8	[TOTAL PROJECTED SAVINGS FOR 2013] Answers not correct
9+10	[TARGET ACHIEVED ...] Answers not correct
12+13	Columns E, G not displayed as currency with 2 decimals and/or incorrect
14	Footer not inserted centred and/or incorrect
15	Landscape orientation not used
16	Do not fit on 1 page and/or more than 1 page
17	Column width incorrect
18	Ry- en kolomopskrifte vertoon of ekstra horisontale of vertikale lyne ingevoeg

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KWALATA RESORT: PROJECTIONS ON POSSIBLE SAVINGS

ENTREPRENEUR

NAME	GROUP	% SAVINGS PER EVENT	SAVINGS IN RAND	TOTAL PROJECTED SAVINGS FOR 2013	TARGET ACHIEVED OR TARGET NOT ACHIEVED
Lindela Malinga	CJC	=VLOOKUP(C6, INCOME,2)	=C6*D6	=E6*F6	=IF(G6>=37500,"Target achieved", "Target not achieved")
Pieter Haasbroek	EEC	=VLOOKUP(C7, INCOME,2)	=C7*D7	=E7*F7	=IF(G7>=37500,"Target achieved", "Target not achieved")
Bronwynne Lambrecht	EWC	=VLOOKUP(C8, INCOME,2)	=C8*D8	=E8*F8	=IF(G8>=37500, "Target achieved", "Target not achieved")
Margaret Khoza	NORTHLINK	=VLOOKUP(C9, INCOME,2)	=C9*D9	=E9*F9	=IF(G9>=37500, "Target achieved", "Target not achieved")
Andre Groenewald	SEDIBENG	=VLOOKUP(C10, INCOME,2)	=C10*D10	=E10*F10	=IF(G10>=37500, "Target achieved", "Target not achieved")
Ruben Moraba	TSHWANE NORTH	=VLOOKUP(C11, INCOME,2)	=C11*D11	=E11*F11	=IF(G11>=37500, "Target achieved", "Target not achieved")
Braam van Tonder	UMBUMBULU	=VLOOKUP(C12, INCOME,2)	=C12*D12	=E12*F12	=IF(G12>=37500, "Target achieved", "Target not achieved")
	✓✓ 4, 5	✓✓✓✓ 6, 7 ,8, 9	✓ 10	✓ 11	✓✓✓✓ 12, 13, 14, 15

M	A	T
19	0	**19**

✓ 2
✓ 3
✓ 16
✓ 17
✓ 18

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✓ 19

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1	[Question 2A] in header not changed to [Question 2B] and/or incorrect
2+3	COLUMNS C (EVENT INCOME), F (NUMBER OF BOOKED EVENTS FOR 2013) AND REFERENCE TABLE not hidden and/or incorrect
4+5	GROUP with corresponding figures not sorted alphabetically and/or incorrect
6+7+8+9	[SAVINGS PER EVENT] Function incorrect
10	[SAVINGS IN RAND] Formula incorrect
11	[PROJECTED SAVINGS ... 2013] Formula incorrect
12+13+14+15	[TARGET ACHIEVED ... NOT ACHIEVED] Function incorrect
16	Column width incorrect
17	Spreadsheet not on one page
18	Landscape orientation not used
19	No row and column headings

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PAYMENTS, INTEREST AND SAVINGS CALCULATION } ✓✓✓ 3, 4, 5

✓✓ 1, 2

ITEM	PLAN	PRICE	MONTHLY PAYMENT	TOTAL AMOUNT PAID AFTER INSTALMENTS	TOTAL INTEREST
Blackberry Z10	1	6999	R 928.73	R 11,144.79	R 4,145.79
IPad	2	5999	R 837.76	R 10,053.17	R 4,054.17
IPhone5	3	8999	R 890.63	R 21,375.09	R 12,376.09
Apple Travel Pro	4	19999	R 1,975.19	R 71,106.79	R 51,107.79

✓ 6

✓ 13
✓ 14
✓ 15
✓ 16
✓ 17
ü 18
ü 19

✓✓ 7, 8 ✓ 9 ✓ 10

PLAN	MONTHLY INTEREST	TIMEFRAME (MONTHS)
1	8.0%	12
2	9.0%	12
3	8.5%	24
4	9.5%	36

A MONTHLY SAVING OF R300, USING THE SAME TIMEFRAME AND INTEREST OF PLAN 4:
The future value of this investment will be: R 12,439.73 ✓✓ 11, 12

M	A	T
14	4	18

ACCURACY	4
All keying in errors	

	MANIPULATION				14
1	[Examination number and Computer number) not inserted as header left aligned and/or incorrect and/or incorrect				
2+3+4+5	[MONTHLY PAYMENT] Function incorrect				
6	[TOTAL AMOUNT PAID AFTER INSTALMENTS] Formula incorrect				
7	[TOTAL INTEREST] Formula incorrect				
8+9+10+11+12	[FUTURE VALUE] Function incorrect				
13	Landscape orientation not used				
14	No row and column headings				
15	No gridlines displayed				
16	Column widths incorrect				

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PAYMENTS, INTEREST AND SAVINGS CALCULATION

ITEM	PLAN	PRICE	MONTHLY PAYMENT	TOTAL AMOUNT PAID AFTER INSTALMENTS	TOTAL INTEREST
				✓1	
Blackberry Z10	1	6999	=PMT(D10,E10,-C4)	=D4*E10	=E4-C4
IPad	2	5999	=PMT(D11,E11,-C5)	=D5*E11	=E5-C5
IPhone5	3	8999	=PMT(D12,E12,-C6)	=D6*E12	=E6-C6
Apple Travel Pro	4	19999	=PMT(D13,E13,-C7)	=D7*E13	=E7-C7
			✓ ✓ ✓ ✓ 2, 3, 4, 5	✓6	✓7

PLAN	MONTHLY INTEREST	TIMEFRAME (MONTHS)	✓13
1	0.08	12	
2	0.09	12	✓14
3	0.085	24	✓15
4	0.095	36	

M	A	T
16	0	**16**

✓16

A MONTHLY SAVING OF R300, USING THE SAME TIMEFRAME AND INTEREST OF PLAN 4: ✓17

The future value of this investment will be: =FV(D13/12,E13,-300) ✓✓✓✓✓ 8, 9, 10, 11, 12

	MANIPULATION **16**
1	[Question 3A] in the header not changed to [Question 3B] and/or incorrectly
2+3+4+5	[MONTHLY PAYMENT] Function incorrect
6	[TOTAL AMOUNT PAID AFTER INSTALMENTS] Formula incorrect
7	[TOTAL INTEREST] Formula incorrect
8+9+10+11+12	[FUTURE VALUE] Function incorrect
13	Landscape orientation not used
14	No row and column headings
15	No gridlines displayed
16	Column widths incorrect
17	Spreadsheet not on one page

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24/7 Building Quotations, in your own space, in your own time ✓ 1

✓ 2 NAME	SURNAME	SQUARE METRE OF BUILDING/HOUSE	PAINTING PRICE PER SQUARE METRE	ROOFING PRICE PER SQUARE METRE	ELECTRICITY PRICE PER SQUARE METRE
Examination No	QUESTION 4	✓ 3 196	195.55	480.80	350.99
			=$D$5*E5	=$D$5*F5	=$D$5*G5
TOTAL	=SUM(E7:G7)				
VAT @ 14%	=C8*14%				
TOTAL COSTS	=C8+C9				

OR =SUM(C8:C9)

✓ 10 ✓ 12

M	A	T
17	5	22

✓ 13 ✓ 14

24/7 Building Quotations, in your own space, in your own time

✓ 15 ✓ 16 ✓ 17 ✓ 18

NAME	SURNAME	SQUARE METRE OF BUILDING/HOUSE	PAINTING PRICE PER SQUARE METRE	ROOFING PRICE PER SQUARE METRE	ELECTRICITY PRICE PER SQUARE METRE
Examination No	QUESTION 4	355	195.55 ✓ 4	480.80 ✓ 5	✓ 6 350.99 ✓ 6
			R 69 420.25	R 170 684.00	R 124 601.45
TOTAL	R 364 705.70	✓ 7			
VAT @ 14%	R 51 058.80	✓ 8			
TOTAL COSTS	R 415 764.50	✓ 9			

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