higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

31 MAY 2018

This marking guideline consists of 35 pages.

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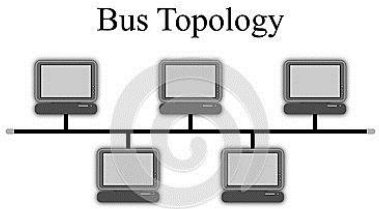
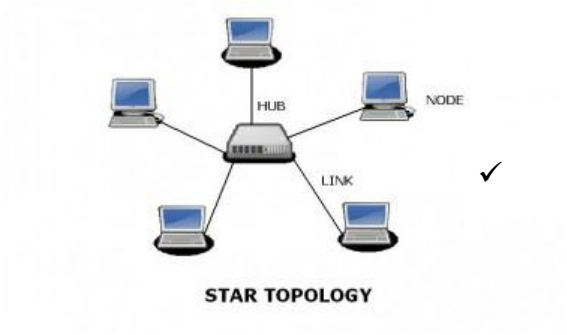
QUESTION 1

1.1 Bus ✓



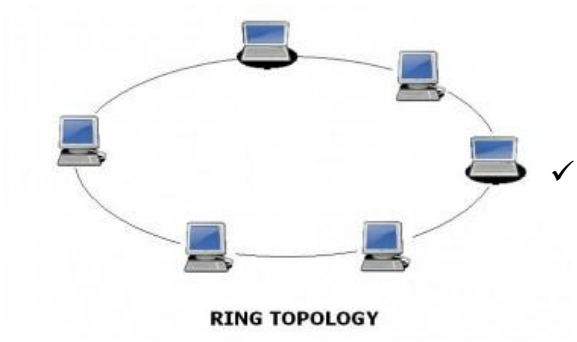
✓

Star ✓



✓

Ring ✓



✓

(3 × 2) (6)

1.2
- Firefighting equipment/Guard against overloading of electrical points/Carbon dioxide extinguishers/Smoke detectors
- Emergency plan/Backup installations/Backup data and application software
- Clean environment/Protect from dust, smoke, humidity, extreme temperatures
- Duplication of hardware/Keep backup equipment available
- Insurance
- Uninterruptible Power Supply (UPS) (6)

1.3
- Number of programs running
- Number of documents open
- The amount of cache memory
- Fragmented files (Any 3 × 1) (3)

[15]

QUESTION 2

2.1 2.1.1
- Defragmentation is the process of locating the non-contiguous fragments of data into which a computer file may be divided as it is stored on a hard disk,✓ and rearranging the fragments and restoring them into fewer fragments or into the whole file.✓
- Defragmentation puts blocks of data/files back in sequential order,✓ so your drive head doesn't have to run around the entire platter to read a single file.✓ (Any 1 × 2) (2)

2.1.2 Backup refers to the copying✓ of computer data so it may be used to restore the original after a data loss event.✓ The secondary purpose of backups is to recover data from an earlier time.✓ (Any TWO) (2)

2.2
2.2.1 G
2.2.2 H
2.2.3 B
2.2.4 A
2.2.5 B
2.2.6 A
2.2.7 E
2.2.8 D
2.2.9 C

(9 × 1) (9)

[13]

QUESTION 3

3.1 Avira Professional Security (1)

3.2 Computer not secured (1)

3.3
- PC protection
- Internet/Web protection
- Mail protection
- Providing a firewall (Any 3 × 1) (3)

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3.4 No, only activated until 29/12/2016 (1)

3.5 To be able to detect new viruses (1)

3.6
- Do not use any disks of unknown origin in your computer.
- Do not download files from untrusted sites on the internet.
- Control the access to your computers and the file server.
- Change the CMOS setting so that the computer boots from the hard drive first where the anti-virus program is installed.
- Write-protect diskettes containing important data might help.
- Do not open links from mail or mail from untrusted origins. (Any 3 × 1) (3)

[10]

QUESTION 4

	CAUSE	SOLUTION
4.1	Program can't find a camera to perform a user task	Make sure the camera is turned on and connected to the computer.
4.2	Windows Explorer Error. A dirty registry may cause Windows Explorer to get stuck in a loop. Occurs when Windows cannot recover from a system error	Restart the computer.
4.3	System32 error often caused by missing or corrupt system files	Repair the installation of Windows or update Windows.
4.4	File or folder can't be deleted because it wasn't found	Make sure you select the right file or folder. The file or folder may be renamed, moved or deleted.
4.5	A file with the same name already exists in the destination. Choose one of the options: • Replace the file • Skip this file • Compare information • for both files	If you do not want to overwrite the file, use another file name or choose another destination.
4.6	The storage device in the destination drive does not have enough free space for the files to be copied	Delete unnecessary files on the storage device or use a different device.

(6 × 2) **[12]**

TOAL SECTION A: 50

SECTION B

QUESTION 5
EXAMINATION NO (COMP NO) QUESTION 5

PROPERTIES-R-US

Your friend in the real estate business



CONTACT US:

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✆ 083 123 4567

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www.proprus.com

ACCURACY: 4
All keyed-in text

MANIPULATION: 22	
1	Header: Examination no (computer no): left
2	Header: QUESTION 5: right
3	Font: Berlin Sans FB 12 (whole document) unless instructed otherwise
4	Margins: 1.27 cm/ 0.5"
5	PROPERTIES-R-US in upper case, bold, 48 pt, centred
6	Single border textbox
7	Changed to 3 columns
8	Column width: Col 1: 6.5 cm; col 2; 5.5 cm; col 3: 5.45 cm
9	Column 1: Your friend … business: Font Harlow Solid Italic
10	Size 20, except real estate (36 pt)
11	Left-aligned 5 lines
12	Column 2: Insert picture: 4.8 cm × 4.8 cm
13	Dotted (dashes) border
14	Width 2¼ pt
15	Column 3: CONTACT US upper case, bold and left-aligned
16	Telephone numbers: correct symbols
17	centred
18	E-mail address and website inserted - correct symbols (with or without underlining)
19	Right-aligned
20	Change to ONE column, single horizontal line
21	Footer: Double horizontal line
22	Footer: Member of … Board (left)
23	E-mail: eab@eaab.org.za (right)
24	Line spacing
25	Any other mistakes, upper case/lower case/letter spaces

A	M	T
4	22	26

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QUESTION 6

QUESTION 6A

Office_Address_List

NAME	ADDRESS1	ADDRESS2	EMAIL	AGENT	OFFICE	PROP TYPE	PROP ADDRESS	SALES PRICE	TRUST AMT
EXAM NO (COMP)	14 Church Street	BELLVILLE	jack@proprus.com	Jack Reid	Johannesburg	Townhouse	9 Albert Street	R3 000 000	R60 000
QUESTION 6A	15 Short Street	SANDTON	bertha@proprus.com	Bertha Bentley	Durban	Flat	6 Bungani Road	R280 000	R56 000
Mr JP Williams	16 Long Street	HIBBERDENE	marita@proprus,com	Marita Basson	Cape Town	House	3 Broadway Street	R2 149 000	R429 800

✓ *1. Examination number part of NAME*
✓ *2. QUESTION 6A part of NAME*
✓ *3. Arial 9 pt*
✓ *4. 10 correct fields*
✓ *5. 3 correct records*
✓ *6. Text not wrapped/Column width/ All text visible*
✓ *7. Landscape, 1 page*
✓ *8. Capital letters, small letters, letter spaces - additional*

MARKING GUIDELINE: QUESTION 6A	
MANIPULATION: 6	
1.	Examination number inserted in letter/record 1 under name and/or correct
2.	QUESTION 6A inserted in letter/record 2 under name and/or correct
3.	Arial 9 pt
4.	10 correct fields
5.	3 correct records
6.	Column width: Text not wrapped and/or cut off
7.	Paper orientation landscape, printed on 1 page
8.	Capital letters, small letters, letter spaces correct – additional mistakes
ACCURACY: 4	
1	All field names
2	Text in letter/record 1
3	Text in letter/record 2
4	Text in letter/record 3

A	**M**	**T**
4	**6**	**10**

If a table is given (as shown in the question paper), the candidate loses points 3 and 4 because it is not a merged document. The fields/data in QUESTION 6B and QUESTION 6C are also not marked.
If the data document is done in Word/Excel the candidate loses point 8 as it is not a database application.
If this data file is omitted, fields/data in QUESTION 6B and QUESTION 6C are also not marked.
If QUESTION 6B is omitted, the data in QUESTION 6C are not marked. DO NOT mark a QUESTION 6C printout as QUESTION 6B.

(10)

QUESTION 6B
EXAMINATION NO (COMP NO) **QUESTION 6B**

1. ✓*Exam no (left); Q6B (right)*
2. ✓ *Font: Century Gothic 10*
3. ✓*Margins: 1.27 cm*
4. ✓*Unchanged letterhead and footer*

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5. ✓*Highlight fields* ***6.*** ✓ *Insert current date, right-align* 31 May 2018

Dear «NAME» ***7.*** ✓
«ADDRESS1» ***8.*** ✓
«ADDRESS2» ***9.*** ✓

10. ✓ ***11.*** ✓ ***12.*** ✓

Regarding your offer made for the «PROP_TYPE» in «PROP_ADDRESS» for the amount of «SALES_PRICE»

TRUST MONIES[i] ***18.*** ✓ *Footnote i* ***14.*** ✓
13. ✓

«TRUST_AMT» will be collected by our «OFFICE» office in respect of estate agency services, e.g. deposits/rentals.

The money collected are payable in respect of immovable property; business undertakings and building contracts for the building or erection of any improvements on immovable property.

CIRCUMSTANCES UNDER WHICH A CLAIM CAN BE LODGED

- The fund is applied to reimburse persons who have suffered pecuniary loss by reason of theft of trust money by an estate agent (Section 18).
- Failure of estate agent forthwith to deposit all monies held or received on behalf of any other person into the trust account (Section 32).
- Failure of a principal estate agent to open and keep a separate trust account with a bank (Section 32).
- Failure on the part of principal estate agent to retain trust money in his/her trust account until he/she is lawfully entitled or lawfully instructed to make payments therefrom (Section 32).

Regards

15. ✓
16. ✓

17. ✓

«AGENT»
«EMAIL»

20. ✓ *Correct bullets, on margin*
21. ✓ *Line spacing*
22. ✓ *Upper case/lower case, letter spaces*
23. ✓ *1 Page, portrait*
24. ✓ *Any other mistakes*

19. ✓ *Footnote i correct, font size 9 pt*

[i] *Monies entrusted to «AGENT» in his/her capacity as an estate agent*

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Please turn over

ACCURACY: 10	
1-9	All keyed-in text
10	Footnote text
MANIPULATION: 22	
1	Header correct; QUESTION NUMBER changed to 6B
2	Font Century Gothic 10, except letterhead and footer
3	Margins: 1.27 cm
4	Unchanged letterhead and footer
5	Highlight all fields
6	Insert current date in full, right-aligned
7–17	Insert merge fields correctly
18	Footnote i inserted
19	Footnote text correctly inserted. Footnote number: i. Font size 9 pt.
20	Correct bullets, on margin
21	Line spacing throughout document
22	Upper case/lower case, letter spaces throughout document
23	1 page, portrait
24	Any other mistakes

NOTE:

Do not mark **7** to **17** if QUESTION 6A has not been handed in or is in the wrong format (not suitable for merging).

(32)

A	**M**	**T**
10	**22**	**32**

QUESTION 6C
EXAMINATION NO (COMP NO) **QUESTION 6C**

1. ✓*Change to C on all letters*

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31 May 2018

Dear 1234567891234 (10)
14 Church Street
BELLVILLE

3. ✓*Record 1 correct*

Regarding your offer made for the Townhouse in 9 Albert Street for the amount of R3 000 000

TRUST MONIES[i] ***2.*** ✓*Footnote i; the same on all letters*

R60 000 will be collected by our Johannesburg office in respect of estate agency services, e.g. deposits/rentals.

The money collected are payable in respect of immovable property; business undertakings and building contracts for the building or erection of any improvements on immovable property.

CIRCUMSTANCES UNDER WHICH A CLAIM CAN BE LODGED

- The fund is applied to reimburse persons who have suffered pecuniary loss by reason of theft of trust money by an estate agent (Section 18).
- Failure of estate agent forthwith to deposit all monies held or received on behalf of any other person into the trust account (Section 32).
- Failure of a principal estate agent to open and keep a separate trust account with a bank (Section 32).
- Failure on the part of principal estate agent to retain trust money in his/her trust account until he/she is lawfully entitled or lawfully instructed to make payments therefrom (Section 32).

Regards

Jack Reid
jack@proprus.com

[i] *Monies entrusted to Jack Reid in his/her capacity as an estate agent*

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31 May 2018

Dear QUESTION 6A
15 Short Street
SANDTON

4. ✓*Record 2 correct*

Regarding your offer made for the Flat in 6 Bungani Road for the amount of R280 000

TRUST MONIES[i]

R56 000 will be collected by our Durban office in respect of estate agency services e.g. deposits/rentals.

The money collected are payable in respect of immovable property; business undertakings and building contracts for the building or erection of any improvements on immovable property.

CIRCUMSTANCES UNDER WHICH A CLAIM CAN BE LODGED

- The fund is applied to reimburse persons who have suffered pecuniary loss by reason of theft of trust money by an estate agent (Section 18).
- Failure of estate agent forthwith to deposit all monies held or received on behalf of any other person into the trust account (Section 32).
- Failure of a principal estate agent to open and keep a separate trust account with a bank (Section 32).
- Failure on the part of principal estate agent to retain trust money in his/her trust account until he/she is lawfully entitled or lawfully instructed to make payments therefrom (Section 32).

Regards

Bertha Bentley
bertha@proprus.com

[i] *Monies entrusted to Bertha Bentley in his/her capacity as an estate agent*

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31 May 2018

Dear Mr JP Williams
16 Long Street
HIBBERDENE

5. ✓*Record 3 correct*

Regarding your offer made for the House in 3 Broadway Street for the amount of R2 149 000

TRUST MONIES[i]

R429 800 will be collected by our Cape Town office in respect of estate agency services, e.g. deposits/rentals.

The money collected are payable in respect of immovable property; business undertakings and building contracts for the building or erection of any improvements on immovable property.

CIRCUMSTANCES UNDER WHICH A CLAIM CAN BE LODGED

- The fund is applied to reimburse persons who have suffered pecuniary loss by reason of theft of trust money by an estate agent (Section 18).
- Failure of estate agent forthwith to deposit all monies held or received on behalf of any other person into the trust account (Section 32).
- Failure of a principal estate agent to open and keep a separate trust account with a bank (Section 32).
- Failure on the part of principal estate agent to retain trust money in his/her trust account until he/she is lawfully entitled or lawfully instructed to make payments therefrom (Section 32).

Regards

6. ✓*1 page*

7. ✓*Other mistakes*

Marita Basson
marita@proprus,com

[i] *Monies entrusted to Marita Basson in her/his capacity as an estate agent*

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MANIPULATION	
1	EXAMINATION NUMBER (left) QUESTION 6C on all letters
2	Footnote number i on all letters, unchanged
3	Record 1 correct (all fields same as 6A)
4	Record 2 correct (all fields same as 6A)
5	Record 3 correct (all fields same as 6A)
6	All 3 letters fitted on one page
7	3 letters printed

Do not mark **3** to **5** if QUESTION 6A has not been handed in or handed in in the wrong format (not suitable for merging).

A	**M**	**T**
	6	**6**

(6)
[48]

QUESTION 7

EXAMINATION NO (COMP NO) 1 QUESTION 7

1. ✓ *Exam no (left)*

2. ✓ *QUESTION 7 (right)*

3. ✓ *Page number top, centre, both pages*

4. ✓ *Font: Rockwell 12 pt*

5. ✓ *Margins 2.54 cm*

6. ✓ *Page 1: landscape*

7. ✓ *Insert table 6 columns X 10 rows*

8. ✓ *Main heading uc, centre, bold, 26 pt*

9. ✓ *Row height 1.5 cm*

10. ✓ *Split cells for ID (13)*

11. ✓ *Wrap, uc, centre, bold*

12. ✓ *Row height 1 cm*

SALES SCHEDULE APRIL 2018

ESTATE AGENT	Jack Reid			
ID				
BUYER	**SELLING PRICE**	**DATE SIGNED**	**TRUST AMOUNT**	**PAID?**
S de Klerk	280000	14 April	56000	✓
H Hartman	650000	16 April	130000	✓
D Khumalo	2560000	18 April	512000	
J Motsepe	1450000	20 April	290000	✓
TOTAL	R4940000		R988000	
COMMISSION (1%)	R49400			

Calculations

16. ✓

17. ✓

18. ✓ *Calculation*

19. ✓*Currency, zero decimals*

20. ✓*Insert symbol*

23. ✓ *Insert WordArt top*

24. ✓ *Insert picture bottom*

25. ✓ *Column wide enough to fit 8 rows*

26. ✓ *Triple page border, only page 1*

13. ✓*All cells vertically centred*

14. ✓ *Alignment of text and amounts in table*

15. ✓ *Merging and formatting in table*

Borders

21. ✓*Correct*

22. ✓*2¼ pt borders correct*

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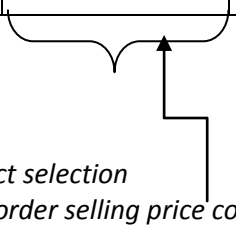
EXAMINATION NO (COMP NO) 2 QUESTION 7

BUYER	SELLING PRICE	DATE SIGNED	TRUST AMOUNT	PAID?
D Khumalo	2560000	18 April	512000	
J Motsepe	1450000	20 April	290000	✓
H Hartman	650000	16 April	130000	✓
S de Klerk	280000	14 April	56000	✓



27. ✓*Portrait*
28. ✓ *Table copied, correct selection*
29. ✓ *Sorted descending order selling price correct*
30. ✓ *Uc/lc, letter spaces, any other mistakes*

ACCURACY: 3	
1	Examination number, QUESTION 7
2	All keyed-in text in table on page 1
3	
MANIPULATION: 28	
1	Examination number (Computer no) header, left, correct
2	QUESTION 7 right, correct
3	Page number top, centre, both pages
4	Font whole document Rockwell 12 pt
5	Margins: 2.54 cm
6	Page 1 landscape
7	Insert table 6 columns × 10 rows
8	**SALES SCHEDULE APRIL 2018** merged, capital letters, centred, bold, 26 pt
9	Row 1 height 1.5 cm
10	Split cells for ID (13 columns)
11	Column headings row 4 wrapped, capital letters, centred, bold
12	Row height 1 cm, all rows except row 1
13	Text vertically centred throughout table
14	Alignment of text, amounts, WordArt and picture in table: Column 1 left Column 2 and 4 right Column 3, 5 and 6 centred
15	Formatting in table (bold) **ESTATE AGENT**, **ID, TOTAL**, **COMMISSION (1%)** Cells correctly merged
16	Calculation **TOTAL**
17	Calculation **COMMISSION (1%)**
18	Calculation **TOTAL** (TRUST AMOUNT)
19	Calculations displayed as currency with no decimals. Ignore if the calculated amounts show thousand separators (space or comma)
20	Inserted symbol (✓)
21	Single borders (½ pt) as indicated. Omitted in row 9 and 10 as indicated
22	4 horizontal borders (2¼ pt)
23	Insert (Transform) WordArt top correctly as indicated
24	Insert picture bottom correctly as indicated
25	Column 6 width fits WordArt and picture. Only 8 rows used
26	Triple page border, only page 1
27	Page 2 portrait
28	Table copied, correct (5 columns × 5 rows)
29	Data sorted correctly in descending order according to **SELLING PRICE**
30	Upper case/lower case, letter spaces, data inserted in correct rows and columns, any other mistakes

A	**M**	**T**
3	**28**	**31**

[31]

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QUESTION 8

EXAMINATION NO (COMP NO) QUESTION 8

✓ ***1.*** *Comic Sans MS 12 pt All text and headers*
✓ ***2.*** *Margins 2.54 cm*
✓ ***3.*** *Exam no left, QUESTION 8 right*

Main heading:
✓ ***4.*** *Uc, bold, centred, 24 pt*
✓ ***5.*** *Text box with single border, page width*
✓ ***6.*** *Shading grey 15%*

GETTING STARTED: BUYING A HOME STEP-BY-STEP GUIDE

1. STEP ONE: KNOW WHAT YOU WANT

1.1 Do some house-hunting homework first!
1.1.1 Take into consideration:
1.1.1.1 What size do you need?
1.1.1.2 Your choice of area.
1.1.1.3 Accessibility to work, public transport and other amenities. Remember location really matters!

✓***7.*** *Level 1 headings: uc, bold and centred*
✓***8.*** *Number bold (only L1)*

Automatic paragraph numbering*:*
✓✓***9. and 10.*** *Level 1 (1.)*
✓✓***11. and 12.*** *Level 2 (1.1)*
✓✓***13. and 14.*** *Level 3 (1.1.1)*
✓✓***15. and 16.*** *Level 4 (1.1.1.1)*
✓***17.*** *All levels against margin, correctly indented*

✓***18.*** *Page breaks, all pages*

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2. STEP TWO: DO YOUR SUMS

ǂ

2.1 Know exactly how much you can afford.

2.1.1 It's not just the instalment you'll be paying - you need to include insurance (homeowner's, household and life) and municipal costs in your budget.

✓***19.*** *Find and replace: home loan with **bond**: 4×*

3. STEP THREE: BANKING ON A BUDGET

✓***20.*** *uc, bold, underlined*

ǂ

3.1 A **BOND** is available for first-time buyers.

3.2 You could go online to do an affordability assessment to find out exactly how much credit you can access for your new home.

4. STEP FOUR: PUTTING DOWN A DEPOSIT

ǂ

4.1 You may need to put your own money on the table.

4.2 Some **BOND** products allow you to qualify for larger home loans without paying a deposit.

5. STEP FIVE: PLAN FOR ADDITIONAL COSTS

ǂ

5.1 Be aware of other costs that you will have to pay.

5.1.1 These include initiation and administration fees, legal costs, bond registration fees and VAT/Transfer Duty.

6. STEP SIX: BEGIN THE SEARCH

ǂ

6.1 There are a number of factors to consider:

6.1.1 Sale price of similar houses in the neighbourhood

6.1.2 Mood of the market and the neighbourhood

6.1.3 The general condition of the house

7. STEP SEVEN: KNOW WHAT YOU ARE BUYING

ǂ

7.1 View as many properties as possible.

7.1.1 Make comparisons.

7.1.2 Make a short list.

7.1.3 Think about the short list.

7.1.4 Do not guess or assume anything.

18. *Page break*

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8. STEP EIGHT: I LIKE IT! I WANT IT!

8.1 It's now time to sign an offer to purchase and to complete your **BOND** application.

8.2 Make sure you have the following documents on hand:

8.2.1 Proof of income

8.2.2 A South African bar-coded or smart card identification document

8.2.3 Copy of offer to purchase

8.2.4 Proof of current residential address (municipal account, Telkom account or valid TV licence)

8.2.5 Salary earners: most recent salary slip or banking statement for the last 3 months

8.3 Once the legal documents are signed, the transfer fees paid and the seller of the property paid, the deed is done.

8.4 You are now a proud owner of your new home!

9. STEP NINE: LIVING UP TO YOUR RESPONSIBILITIES

9.1 Make your **BOND** payments on time.

9.1.1 It is vital that you do not miss a single monthly repayment.

9.1.2 Debit orders are a good way of preventing late payments.

10. STEP TEN: THE BIG MOVE!

10.1 Here are some tips to help you settle in faster.

10.1.1 Change address with all relevant parties and specific authorities.

10.1.2 Remember to sort out your utility connections (water and electricity).

10.1.3 Always budget for other expenses.

10.1.4 Every building has a life cycle, therefore repairs must be expected and planned for.

10.1.5 Live within your budget. Prepare a monthly budget and stick to it.

✓ ***21.*** *2 parallel columns, headings in line*

✓ ***22***. *STEP NINE (left); STEP TEN (right)*

✓***23.*** *Equation correctly keyed in, all text part of equation*

✓***24.*** *Equation centred*

✓***25***. *Line spacing, uc/lc, letter spaces, any other manipulation error*

$$Additional\ costs = \frac{Administration + Legal\ costs}{Bond\ registration\ fees} + \left(\sqrt[5]{VAT} \times 2\right)$$

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ACCURACY: 2	
1.	EXAM NUMBER, COMPUTER NUMBER and QUESTION 7 keyed in incorrectly
2.	Accuracy equation
MANIPULATION: 22	
1.	Document Comic Sans 12 pt/10 cpi, including header
2.	Margins 1"/2.54 cm
3.	Examination number (computer no) left-aligned and/or incorrect QUESTION 8 right-aligned and/or incorrect
4.	Main heading: upper case, bold, centred, font size 24 pt
5.	Text box with single border, margin to margin
6.	Shading grey 15%
7.	Level 1 headings upper case, bold and centred
8.	Numbers bold (only level 1)
	Automatic paragraph numbering function not used and/or incorrect
9, 10.	Level 1 incorrect (1.) or omitted (correct text and correct level)
11, 12.	Level 2 incorrect (1.1) or omitted (correct text and correct level)
13, 14.	Level 3 incorrect (1.1.1) or omitted (correct text and correct level)
15, 16.	Level 4 incorrect (1.1.1.1) or omitted (correct text and correct level)
17.	Levels against margin and indented as indicated
18.	Page breaks, all pages
19.	Found and replaced home loan with **BOND** 4 x
20.	Upper case, bold, underlined
21.	2 parallel columns. Headings in line
22.	9. STEP NINE (left) 10. STEP TEN (right). Numbers correct
23.	Equation correctly keyed in, all text part of the equation
24.	Equation centred and 14 pt
25.	Line spacing, upper case/lower case, letter spaces. Any other manipulation error

A	**M**	**T**
2	**22**	**24**

[24]

QUESTION 9

EXAMINATION NO (COMP NO) ✓***1.*** *Verdana 12 pt* ✓***2.*** *Margins 1.27 cm* QUESTION 9
✓***3.*** *Exam number left, QUESTION 9 right*

GETTING STARTED: BUYING A HOME STEP-BY-STEP GUIDE

✓***4.*** *Remove shading*
✓***5.*** *Text inserted, centred, italics*

So, you're in the market for a new home. It's an exciting step and there is nothing like a brand-new space to call your own. Here are some guidelines to help you every step of the way.

TABLE OF CONTENTS

✓***6.*** *TOC: Left, capital letters, 16 pt, bold, PAGE NUMBER: Right, uc, 16 pt, bold*

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✓***7.*** *Generate TOC*
✓***8.*** *Correct titles*
✓***9.*** *Correct page numbers*
✓***10.*** *Page numbers right-aligned with leader dots*
✓***11.*** *NO page number*
✓***12.*** *Page breaks*

1. STEP ONE: KNOW WHAT YOU WANT

1.1 Do some house-hunting homework first!
1.1.1 Take into consideration:
1.1.1.1 What size do you need?
1.1.1.2 Your choice of area.
1.1.1.3 Accessibility to work, public transport and other amenities. Remember location really matters!

✓***13.*** *Page number bottom, right, starts with 30*

✓***14.*** *Page number format:* ***Pg 30*** *in bold*

Pg 30

✓***15***. *INDEX: Left, capital letters, 16 pt, bold*
PAGE NUMBER: right, capital letters, 16 pt, bold

INDEX PAGE NUMBER

bond 34
costs 31, 34
fees 34, 37
home 32, 33, 37
house-hunting 30
insurance 31
purchase 37
transfer 37

✓***16.*** *Generate Index*
✓***17***. *Correct words*
✓***18*** *Correct page numbers*
✓***19***. *Page numbers right with leader dots*
✓***20***. *Two columns*
✓***21.*** *Correct three pages printed*
✓***22***. *Line spacing, letter spaces, any other manipulation errors*

ACCURACY: 2	
1	Examination number and QUESTION 9 keyed in correctly
	Paragraph: So, you're in the market ... step of the way. keyed in correctly
2	TABLE OF CONTENTS and PAGE NUMBER keyed in correctly
	INDEX and PAGE NUMBER keyed in correctly
MANIPULATION: 19	
1	Document Verdana 12 pt/10 cpi
2	Margins 0.5"/1.27 cm
3	HEADER: Examination number (computer no) left-aligned and/or incorrect and/or QUESTION 9 right-aligned and/or incorrect
4	Remove shading
5	Text inserted, centred, italics
6	**TABLE OF CONTENTS**: Left, capital letters, 16 pt, bold **PAGE NUMBER**: Right, capital letters, 16 pt, bold
7	Generate **TABLE OF CONTENTS**
8	Correct Titles (Level 1 and the first L2 paragraph of each Level 1-group)
9	All page numbers correct
10	Page numbers right-aligned with leader dots
11	No page number on the first page
12	Page breaks
13	Page numbers bottom, right, starts with 30
14	Page number format: Pg 30 in bold
15	**INDEX**: Left, capital letters, 16 pt, bold **PAGE NUMBER**: Right, capital letters, 16 pt, bold
16	Generate **INDEX**
17	Correct words
18	Correct page numbers [TOC page number (1 or 29) excluded]
19	Page number right with leader dots
20	Two columns
21	Correct three pages printed (TOC, Pg 30 and INDEX)
22	Line spacing, letter spaces, any other manipulation errors

A	**M**	**T**
2	**19**	**21**

[21]

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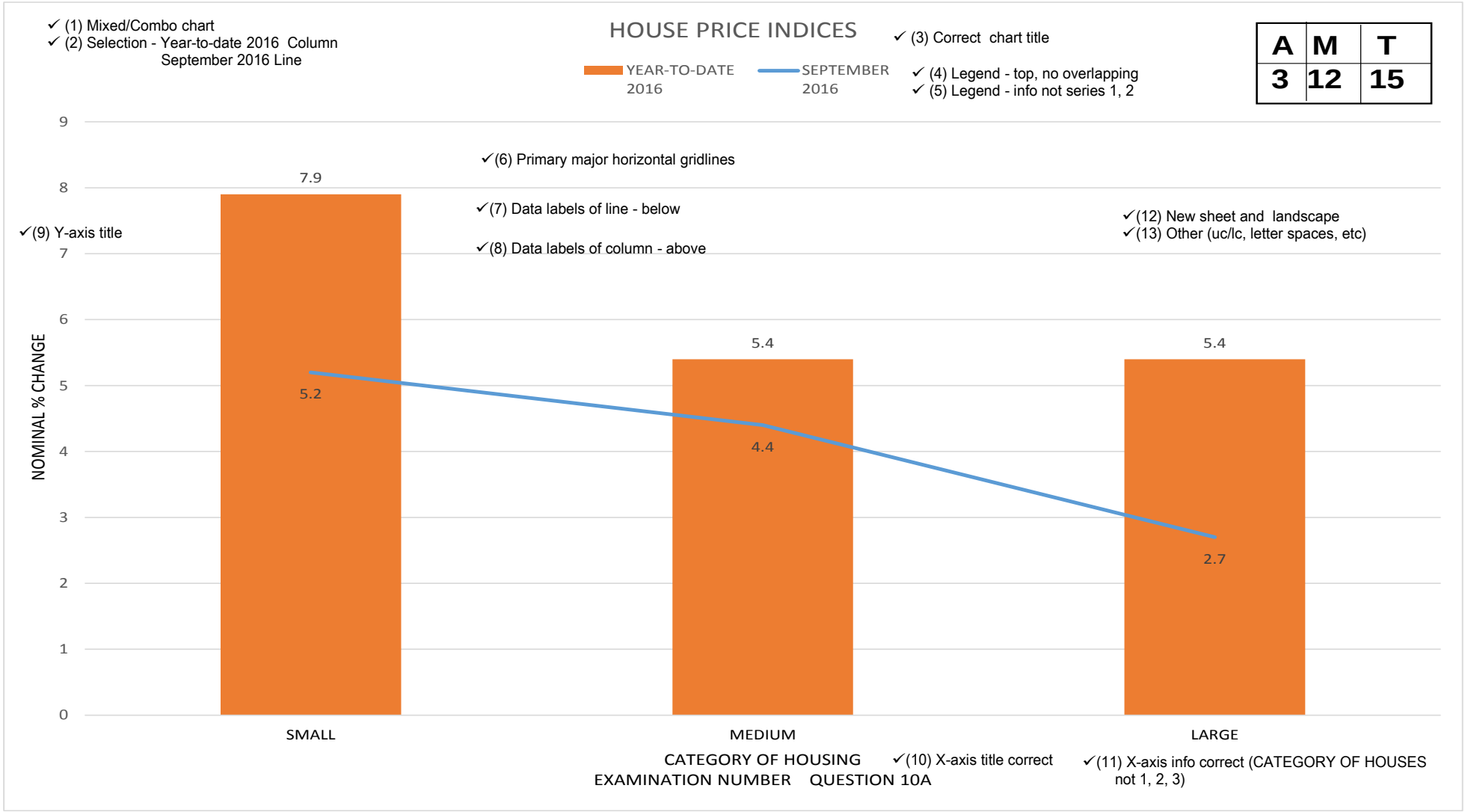
QUESTION 10A

EXAMINATION NO (COMP NO) QUESTION 10A



MARKING GUIDELINE: QUESTION 10A ACCURACY: 3
1 Chart title: [HOUSE PRICE INDICES]
2 Y-axis title: [NOMINAL % CHANGE]
3 X-axis title: [CATEGORY OF HOUSING]
[EXAMINATION NUMBER QUESTION 10A]

A	M	T
3	12	15

MARKING GUIDELINE QUESTION 10A: MANIPULATION: 12
✓1. Mixed graph/combo chart
✓2. Correct data selection: YEAR-TO-DATE 2016: Column graph;
SEPTEMBER 2016: Line chart
✓3. Correct chart title: HOUSE PRICE INDICES
✓4. Legend displayed at top; no overlapping with chart
✓5. Correct info in legend not series 1, 2
✓6. Primary major horizontal gridlines displayed
✓7. Data labels of line chart displayed below line
✓8. Data labels of column chart displayed above
✓9. Y-axis title: [NOMINAL % CHANGE]
✓10. X-axis title: [CATEGORY OF HOUSING];
[EXAM NUMBER QUESTION 10A] (2nd line)
✓11. X-axis correct (Category of housing displayed - not 1, 2, 3)
✓12. Chart on new sheet and landscape
✓13. Any other manipulation errors, e.g. uc/lc; letter spaces, etc.

(15)

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QUESTION 10B

EXAM NUMBER (COMPUTER NO)
(1) Exam nr left, both in header

QUESTION 10B
(2) QUESTION 10B right

HOUSE PRICE INDICES

NOMINAL YEAR-ON-YEAR % CHANGE

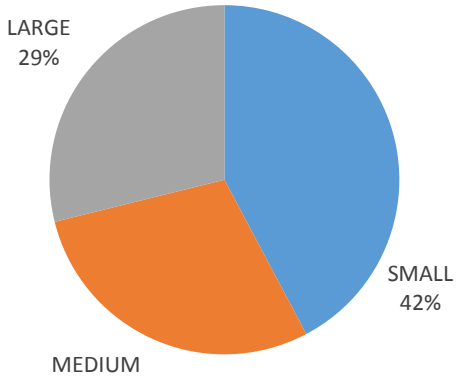
CATEGORY OF HOUSING	AUGUST 2016	SEPTEMBER 2016	YEAR-TO-DATE 2016
SMALL	6.2	5.2	7.9
MEDIUM	5.1	4.4	5.4
LARGE	2.9	2.7	5.4

✓(3) Inserted as object in data sheet, no overlapping

✓ (4) Pie chart
✓ (5) YEAR-TO-DATE selection

HOUSE PRICE INDICES: YEAR-TO-DATE

✓ (6) Correct heading - 2 lines



✓ (7) No legend

✓ (8) Data labels - Category and % - outside end

✓ (9) Print 1 page - portrait

A	M	T
1	9	10

MARKING GUIDELINE: QUESTION 10B ACCURACY: 1
1 Chart title: [HOUSE PRICE INDICES: YEAR-TO-DATE]

A	M	T
1	9	10

MARKING GUIDELINE QUESTION 10B: MANIPULATION: 9
- ✓1. Exam no, computer no left - both in header
- ✓2. QUESTION 10B right
- ✓3. Display chart as object on sheet - no overlapping of data
- ✓4. Pie chart
- ✓5. Selection - YEAR-TO-DATE
- ✓6. Correct chart title: [HOUSE PRICE INDICES:] [YEAR-TO-DATE]
- ✓7. No legend displayed
- ✓8. Data labels: Category names and % - outside end
- ✓9 Print chart as object on the data sheet on one portrait page

(10)
[25]

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QUESTION 11A
EXAMINATION NO (COMP NO) QUESTION 11A

✓(1) EXAMINATION NUMBER and COMPUTER NUMBER left ✓ (2) QUESTION 11A right
✓(3) Insert heading correct position ✓(4) Font - Berlin Sans FB Demi 18 pt ✓(5) Merge and centre column A-I

PROPERTIES-R-US

✓(7) Correct picture inserted, correct position
✓(8) Picture - dash border, width 2¼
✓ (9) Picture - size: 2.54 x 2.54 (1")



ESTIMATED COSTS: QUARTERLY SALES ✓(6) Insert uc, bold

PROPERTY AGENT: H HEWITT ✓(10) Insert all headings column D-I
✓(11) All headings row 7 centred vertically and horizontally ✓(12) Row 7 - text wrap applied correctly

	CLIENT	SALES PRICE	DEPOSIT 8%	PRICE SCALE	% TRANSFER RATE	FLAT RATE	TOTAL TRANSFER DUTIES	TOTAL
✓(13) nos copied	✓(14) Sort on Client ✓(15) All col sorted correctly		✓(16)	✓(17) ✓(18)	✓(19) ✓(20)	✓(21) ✓(22)	✓(23) ✓(24)	✓(25)
1	AHMED, A	R 2 500 000	R 200 000	R 2 250 001	11%	R 85 000	R 27 500	R 2 612 500
2	BRUINDERS, B	R 700 000	R 56 000	R 0	0%	R 0	R 0	R 700 000
3	CLARK, C	R 900 000	R 72 000	R 750 001	3%	R 0	R 4 500	R 904 500
4	DUBE, D	R 3 000 000	R 240 000	R 2 250 001	11%	R 85 000	R 82 500	R 3 167 500
5	MATYUMZA, M	R 1 100 000	R 88 000	R 750 001	3%	R 0	R 10 500	R 1 110 500
6	YANGA, Y	R 11 000 000	R 880 000	R 10 000 001	13%	R 937 500	R 130 000	R 12 067 500
7	ZIKO, Z	R 2 250 000	R 180 000	R 1 750 001	8%	R 45 000	R 40 000	R 2 335 000
HIGHEST SALES PRICE:		R 11 000 000	✓(26)					
LOWEST SALES PRICE:		R 700 000	✓(27)			EMPLOYEE OF THE MONTH: YES ✓(28)		

✓(29) R, 0 decimals
✓(30) %, 0 decimal
✓(31) All horizontal borders
✓(32) All vertical borders
✓(33) Uc/lc
✓(34) Letter spaces
✓(35) Correct cells
✓(36) Open rows
✓(37) Column width
✓(38) 1 page, landscape
✓(38) Arial 10 pt

PRICE SCALE	% TRANSFER RATE	FLAT RATE
R 0	0%	R 0
R 750 001	3%	R 0
R 1 250 001	6%	R 15 000
R 1 750 001	8%	R 45 000
R 2 250 001	11%	R 85 000
R 10 000 001	13%	R 937 500

A	M	T
7	33	40

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ACCURACY: 7
Any keying-in error in ALL new text inserted
QUESTION 11A OR EXAM NO OR COMPUTER NO

MANIPULATION: 33
1. Examination number and computer number left-aligned in header
2. QUESTION 11A in uc, right
3. Main heading inserted in correct position
4. Main heading font: Berlin Sans FB Demi 18 pt
5. Merge and centre row 1: Column A-I
6. Insert subheading in uc, bold
7. Insert correct picture, aligned above TOTAL
8. Dash line picture border, width 2¼
9. Picture size - 2.54 cm/1" x 2.54 cm/1"
10. Insert all column headings: Column D-I
11. All column headings centred vertically and horizontally
12. Text wrap correctly applied on column headings
13. Numbers correctly copied down
14. Clients sorted: A-Z
15. All corresponding information correctly sorted
16. Correct results: DEPOSIT 8%
17. Correct results: SALES PRICE SCALE
18. Correct results: SALES PRICE SCALE (deduct mark on any error)
19. Correct results: % TRANSFER RATE
20. Correct results: % TRANSFER RATE (deduct mark on any error)
21. Correct results: FLAT RATE
22. Correct results: FLAT RATE (deduct mark on any error)
23. Correct results: TOTAL TRANSFER DUTIES
24. Correct results: TOTAL TRANSFER DUTIES (deduct mark on any error)
25. Correct results: TOTAL
26. Correct result: HIGHEST SALES PRICE
27. Correct result: LOWEST SALES PRICE
28. Correct result: EMPLOYEE OF THE MONTH
29. All monetary values as currency with no decimals
30. % TRANSFER RATE as percentage with no decimals
31. All horizontal borders correctly applied
32. All vertical borders correctly applied
33. Uc/lc correctly keyed in
34. Letter spaces
35. Correct cell addresses used on keyed in text
36. Open rows correctly inserted
37. Column width
38. 1 Page, landscape
39. Arial 10 pt

(40)

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QUESTION 11B

EXAMINATION NUMBER (COMPUTER NO) QUESTION 11B

	A	C	D	E	F	G	H	I
1	✓(3) Hide column B			✓(2) Display row and column headings	**PROPERTIES-R-US**		(1) Change to QUESTION 11B	
2								
3	**ESTIMA**						✓(4) Picture deleted	
4								
5	PROPEI	H HEWITT						
6								
7		SALES PRICE	DEPOSIT	PRICE SCALE	% TRANSFER RATE	FLAT RATE	TOTAL TRANSFER DUTIES	TOTAL
8			0.08					
9			✓(6)	✓(7) ✓(8) ✓(9) ✓(10)	✓(11) ✓(12)	✓(13) ✓(14)	✓(15) ✓(16) ✓(17) ✓(18) ✓(19)	✓(20)
10	1 ✓(5)	2500000	=C10*$D$8	=VLOOKUP(C10,RATES,1)	=VLOOKUP(C10,RATES,2)	=VLOOKUP(C10,RATES,3)	=IF(C10<750001,0,(C10-E10)*F10)	=C10+G10+H10
11	=A10+1	700000	=C11*$D$8	=VLOOKUP(C11,RATES,1)	=VLOOKUP(C11,RATES,2)	=VLOOKUP(C11,RATES,3)	=IF(C11<750001,0,(C11-E11)*F11)	=C11+G11+H11
12	=A11+1	900000	=C12*$D$8	=VLOOKUP(C12,RATES,1)	=VLOOKUP(C12,RATES,2)	=VLOOKUP(C12,RATES,3)	=IF(C12<750001,0,(C12-E12)*F12)	=C12+G12+H12
13	=A12+1	3000000	=C13*$D$8	=VLOOKUP(C13,RATES,1)	=VLOOKUP(C13,RATES,2)	=VLOOKUP(C13,RATES,3)	=IF(C13<750001,0,(C13-E13)*F13)	=C13+G13+H13
14	=A13+1	1100000	=C14*$D$8	=VLOOKUP(C14,RATES,1)	=VLOOKUP(C14,RATES,2)	=VLOOKUP(C14,RATES,3)	=IF(C14<750001,0,(C14-E14)*F14)	=C14+G14+H14
15	=A14+1	11000000	=C15*$D$8	=VLOOKUP(C15,RATES,1)	=VLOOKUP(C15,RATES,2)	=VLOOKUP(C15,RATES,3)	=IF(C15<750001,0,(C15-E15)*F15)	=C15+G15+H15
16	=A15+1	2250000	=C16*$D$8	=VLOOKUP(C16,RATES,1)	=VLOOKUP(C16,RATES,2)	=VLOOKUP(C16,RATES,3)	=IF(C16<750001,0,(C16-E16)*F16)	=C16+G16+H16
17	HIGHES	=MAX(C10:C16)	✓(21)				✓(23) ✓(24) ✓(25) ✓(26)	
18	LOWES	=MIN(C10:C16)	✓(22)		EMPLOYEE OF THE MONT		=IF(C17>=8000000,"YES","NO")	
19				✓(27) Hide reference table (rows 21-28)				
27								
28				✓ (28) Formulae copied				
29				✓ (29) Correct cell addresses used				
30				✓ (30) Column width				
31				✓ (31) 1 page; landscape				
32								
33								

M	T
27	27

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MANIPULATION: 27

1. Change to QUESTION 11B
2. Display row and column headings
3. Hide column B
4. Picture deleted
5. Correct function for number of clients
6. Correct function to calculate DEPOSIT. Use absolute cell reference
7. Correct formula: =VLOOKUP
8. Lookup value: C10
9. Range name: RATES
10. Correct column index number: 1
11. Correct formula: =VLOOKUP
12. Correct column index number: 2
13. Correct formula: =VLOOKUP
14. Correct column index number: 3
15. Correct formula: =IF
16. Correct condition: C10<75001
17. Correct value if true: 0
18, 19. Correct value if false: (C10-E10)*F10
20. Correct function: =C10+G10+H10
21. Correct formula: =MAX(C10:C16)
22. Correct formula: =MIN(C10:C16)
23. Correct formula: =IF
24. Correct condition: C17<750001
25. Correct value if true: "YES"
26. Correct value if true: "NO"
27. Hide rows containing reference table
28. Formulae copied correctly
29. Correct cell addresses used
30. Column width
31. Printed on 1 page in landscape

(27)
[67]

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QUESTION 12A

EXAMINATION NO AND COMPUTER NO — QUESTION 12A

✓ (1) Exam no and computer no left, both in header — ✓ (2) QUESTION right in uc

PROPERTIES-R-US ✓(3) Font - Berlin Sans FB Demi 18 pt — ✓(4) Thick border

	Insert current date: dd/mm/yyyy	
Date:	31/05/2018	✓(5) Correct format
Client:	Andrea Coetzee	
Cell no:	076 1234 567	

PLANNING FOR BUYING A FIRST HOUSE: ✓(6) Subheadings in uc, bold, italics				
Salary		R	16 000.00	
Portion of salary spend for housing	35.0%	R	5 600.00	✓(7)
Possible house price		R	800 000.00	
Deposit	8.0%	R	64 000.00	✓(8)

PROJECTED MORTGAGE CALCULATION TABLE: ✓(6) Subheadings in uc, bold, italics					
Interest rate (per year)		7.8%	7.8%	7.8%	7.8%
Term (in years)		30	25	20	15
Principle		R 736 000.00	R 736 000.00	R 736 000.00	R 736 000.00 ✓(9)
Monthly payment	✓(10)	R 5 298.25	R 5 583.40	R 6 064.91	R 6 948.89 ✓(11)
Total amount paid	✓(12)	R 1 907 368.88	R 1 675 020.54	R 1 455 577.26	R 1 250 799.34
Interest cost	✓(13)	R 1 171 368.88	R 939 020.54	R 719 577.26	R 514 799.34
DIFFERENCE			R 232 348.34	R 451 791.62	R 656 569.54 ✓(14)

BEST OPTION:
Years of loan: 25 Years (mortgage payment within reach of the budget of client) ✓(18)

✓(15) Insert text box - thick border
✓(16) Height - 1.5 cm/0.59"
✓(17) Width - 20 cm/7.87"

SAVING FOR DEPOSIT: ✓(6) Subheadings in uc, bold, italics			
Portion of salary spend for housing	R	5 600.00	✓(19)
Fixed yearly interest rate		5.0%	
Period in months		12	
Final value	R	68 761.59	✓(20)

✓(21) All other horizontal borders

A	M	T
15	23	38

✓(22) R, 2 decimals
✓(23) %, 1 decimal
✓(24) Uc/lc
✓(25) Letter spaces
✓(26) Correct cell addresses
✓(27) Open rows
✓(28) Column width
✓(29) 1 page, landscape

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ACCURACY: 15

Any keying in error in all text entered (-1 per error); (whole sheet)
QUESTION 12A, EXAMINATION NO AND COMPUTER NO

MANIPULATION: 23

1. Examination number and Computer number left-aligned in header
2. QUESTION 12A in uc, right
3. Main heading font: Berlin Sans FB Demi 18 pt
4. Thick horizontal border
5. Insert date of exam in correct format: dd/mm/yyyy
6. All subheadings in uc, bold, italics
7. Correct value: Portion of salary spend for housing
8. Correct value: Deposit
9. Correct value: Principle
10. Correct value: Monthly payment
11. Rest of values also correct
12. Correct value: Total amount paid
13. Correct value: Interest cost
14. Correct value: DIFFERENCE
15. Insert text box with a thick border
16. Text box height: 1.5 cm
17. Text box width: 20 cm
18. Correct results: Best option - Years of loan
19. Correct results: Portion of salary spend for housing
20. Correct results: Final value after a year of saving
21. All horizontal borders correctly applied
22. All monetary values displayed as currency with 2 decimals
23. All percentages displayed with 1 decimal
24. Uc/lc correctly keyed in text
25. All letter spaces correct
26. Correct cell addresses used on keyed in text
27. Open rows correctly inserted
28. Column width
29. 1 page, landscape (38)

A	M	T
15	23	38

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QUESTION 12B

EXAMINATION NUMBER AND COMPUTER NUMBER QUESTION 12B

✓(1) Change to 12B

	B	C	D	E	F
1	✓(4) Hide column A	✓(2) Display row and column headings ✓(3) Display gridlines			
2					
3	=TODAY() ✓(5) =TODAY() or =NOW()				
4	Andrea Coetzee				
5	076 1234 567				
6					
7					
8		16000			
9	0.35	=B9*C8 ✓(6)			
10		800000			
11	0.08	=C10*B11 ✓(7)			
12					
13					
14	0.078	0.078	0.078	0.078	
15	30	25	20	15	
16	=$C$10-$C$11 ✓(8)	=$C$10-$C$11	=$C$10-$C$11	=$C$10-$C$11	
17					
18	✓(9) ✓(10) ✓(11) ✓(12) **=PMT(B14/12,B15*12,-B16)**	**=PMT(C14/12,C15*12,-C16)**	**=PMT(D14/12,D15*12,-D16)**	**=PMT(E14/12,E15*12,-E16)**	
19	=B18*B15*12 ✓(13)	=C18*C15*12	=D18*D15*12	=E18*E15*12	
20	=B19-B16 ✓(14)	=C19-C16	=D19-D16	=E19-E16	
21		=$B$20-C20 ✓(15)	=$B$20-D20	=$B$20-E20	
22					
23	BEST OPTION:				
24	Years of loan: 25 Years (mortgage payment within reach of the budget of client)				
25					
26					
27		=C9 ✓(16) OR =B8*C8	✓ (21) Formulaes copied correctly		
28		0.05	✓ (22) Correct cell addresses used		
29		12	✓ (23) Column width		
30		=FV(C28/12,C29,-C27)			**T=20**
31		✓(17) ✓(18) ✓(19) ✓(20)			
32					

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MANIPULATION: 20

1. Change to QUESTION 12B
2. Display row and column headings
3. Display gridlines
4. Hide column A
5. =TODAY() or =NOW()
6. Correct function to calculate Portion of salary that should be spend for housing
7. Correct function to calculate Deposit
8. Correct function to calculate Principle
9. =PMT
10. B14/12
11. B15*12
12. -B16 (- can also appear on other location in the formula)
13. Correct function to calculate Total amount paid
14. Correct function to calculate Interest cost
15. Correct function to calculate DIFFERENCE
16. =C9 **OR** =B9*C8
17. =FV
18. C29/12
19. C29
20. -C27
21. Formulae copied correctly
22. Correct cell addresses used
23. Column width
24. Printed on 1 page in landscape orientation

(20)
[58]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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