higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN840**(E)**(N19)H

NATIONAL CERTIFICATE

INTRODUCTORY INFORMATION PROCESSING N4

(6050014)

19 November 2019 (X-Paper)
09:00–12:00

THE QUESTION PAPER, WHICH INCLUDES THE INSTRUCTIONS MUST BE HANDED TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

This question paper consists of 21 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INTRODUCTORY INFORMATION PROCESSING N4
TIME: 3 HOURS
MARKS: 300

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

CANDIDATES ARE ALLOWED 30 MINUTES TO READ THROUGH THE INSTRUCTIONS BEFORE THE COMMENCEMENT OF THE EXAMINATION SESSION. INVIGILATORS WILL EXPLAIN IF NECESSARY.

PAPER	TIME	MARKS
TYPING TECHNIQUE: SECTION A	2 HOURS	200
WORD PROCESSING: SECTION B	1 HOUR	100
GRAND TOTAL	3 HOURS	300

TYPING TECHNIQUE (SECTION A)

1. Candidates who are not ready and on time for the TIMED ACCURACY TEST (QUESTION 1), will only be allowed to enter the examination venue after the expiration of the TEN MINUTES allowed for the test.

2. Candidates are allowed to read through the test 3 MINUTES before the commencement of the examination.

3. The test must be keyed in at the beginning of the examination.

4. After the expiration of the TEN MINUTES allowed for the timed accuracy test, ALL the tests must be collected and initialled after the last typed word on EACH PAGE. Retain the tests until the examination has been completed whereafter it must be put in the candidate's EXAMINATION FOLDER in the presence of the candidate. Timed accuracy tests that are not signed by the invigilator will NOT be marked.

5. Invigilators should sign the mark sheet accompanying the answers.

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WORD PROCESSING (SECTION B)

1. Answer ALL the questions.

2. QUESTION 7A has already been saved on the hard drive/network/disk as Q7A.

3. Retrieve Q7A and process according to the instructions given in QUESTION 7B.

4. Procedure for QUESTIONS 8A and 9A:

   Key in, save and print.

5. Retrieve, copy and process according to the instructions in part B of each question.

   Print and hand in part A as well as part B.

PRINTING

1. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

GENERAL

1. You may use a computer ruler and the ASCII codes. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.

2. Use only Courier New 12 pt except if otherwise indicated in the question paper.

3. Work fast in order to complete the QUESTION PAPER in time.

4. Save the work at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally. NO extra time will be allowed for loss of work.

5. In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.

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6. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO questions without EXAMINATION NUMBERS will be marked.

7. At the end of the examination session hand in the following:

   7.1 EXAMINATION FOLDER with PRINTOUTS to be marked in the same order as the questions in the examination paper.

   7.2 Disk properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy work to a compact disk/memory stick and then it must immediately be deleted from the hard drive/network. Students' answers must be kept for at least SIX months.

   7.3 ALL other PRINTOUTS. NO PRINTOUTS may be taken out of the examination room or put into bins.

8. Any attempt to obtain information or to give information to another candidate is a violation of the examination rules and will be regarded in a serious light. If you are found guilty of such a violation, steps will be taken against you.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

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SECTION A

TYPING TECHNIQUE

		TIME	MARKS
QUESTION 1	**TIMED ACCURACY TEST**	**10 minutes**	**20 marks**
QUESTION 2	**PARAGRAPHS**	**30 minutes**	**50 marks**
QUESTION 3	**LETTER**	**34 minutes**	**56 marks**
QUESTION 4	**PARAGRAPHS WITH TABULAR STOPS**	**21 minutes**	**34 marks**
QUESTION 5	**COLUMNS**	**13 minutes**	**20 marks**
QUESTION 6	**AFRICAN LANGUAGE**	**12 minutes**	**20 marks**
		120 minutes	**200 marks**

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QUESTION 1: TIMED ACCURACY TEST

TIME: 10 MINUTES **MARKS: 20**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" SPEED: 25 wpm (minimum requirement) FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: 1,5 (1½) or double (2)

1. Key in the TIMED ACCURACY TEST ONCE only.
2. The passage allows for speeds of 25 and 30 words per minute.
3. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as a header.
4. Save and print the document as Q1.
5. The TIMED ACCURACY TEST will be collected and signed by the invigilators and handed out at the end of the examination session. ALL pages need to be signed.

Social media is increasingly used in South African higher education institutions to mediate and enhance teaching and learning as well as to promote active learning for students. In parallel the discussion will be based on the following aspects: challenges of using social media in teaching and learning, how to address challenges of using social media, and implications on policy and practice. Furthermore social media is an application tool used for social networking to communicate with a variety of societies anywhere, anytime through instant messaging, internet forums and social networking that enable the sharing or exchange of information among users.

Social media covers a wide range of technology applications such as Google Apps which offers content, documents, multimedia, et cetera. Social networking includes sites such as Facebook and WhatsApp and

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QUESTION 1 (CONTINUED)

offer online/social bookmarking, blogging and microblogging; wiki software such as PBworks offers creation of collaborative workspace; YouTube, Pinterest, Instagram and Flickr are media sharing tools that enable social tagging and uploading of videos for everyone to see. Social media mediates and enhances teaching and learning and promotes active learning among students by interaction 25 wpm anywhere, anytime, exchanging and sharing information. It is quick to update, cost effective, good for large groups and transfer of large amounts of documents and consistent delivery. It also engages introvert students 30 wpm

[20]

QUESTION 2: PARAGRAPHS

TIME: 30 MINUTES **MARKS: 50**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: Single except where indicated otherwise
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as header. 2. Key in the document and take ALL proofreading signs into consideration. 3. Save and print the document as Q2. 4. Put the PRINTOUT in your EXAMINATION COVER.	

Candidates:
- ✓ **Replace [(a)-(d)] with [1.-4.] with TWO letter spaces and indent.**
- ✓ **Arrange paragraphs in numerical order.**
- ✓ **Find [&] and replace with [and].**

Move

‡

(a) ⫲ Language being used & typing style of words have contributed inappropriately in official language communication. ‡ **[**1.1 ⫲ Small mobile device. **[**1.2 ⫲ Keyboards making typing difficult & time-consuming. **[**1.3 ⫲ Affordability of buying smartphones & data. **NL** **NL**

‡

Challenges of using social media in HE **uc, u/line, italics in full**

(d) Connectivity **[** 4.1 Unable to engage with all students by not providing free Wi-Fi for connectivity to social networking & accessibility is not easy. **uc, bold NP**

(c) Quality **[** 3.1 The quality of being honest among students during the assessment and grading process decrease when it comes to **runs on** student submission due to not knowing whether students submitted authentic or copied work. ~~small mobile device keyboard on smartphone~~ **del**

‡ ~~look~~ **stet**

(b) Verbal communication **[** 2.1 Inhibits / ~~observation~~ of verbal comunication to identify / behaviour of instructor & student during communication process or no recognition of body language such as head nodding, smiles, frown or signs boredom of. **uc, bold NP** **sp** **trs**

[50]

QUESTION 3: BUSINESS LETTER

TIME: 34 MINUTES **MARKS: 56**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: Letterhead ALIGNMENT: Left HYPHENATION: No LINE SPACING: Single except where indicated otherwise

1. Retrieve the letterhead saved as QUESTION 3 on your computer and key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as header.
2. Key in the document and take ALL proofreading signs into consideration.
3. Save and print the document as Q3.
4. Put the PRINTOUT in your EXAMINATION COVER.

‡
Insert today's date in full
‡
Mr C MacLoughlin B19 Bhubesi Street Bergville 3350 **uc** **Display correctly**
‡
Sir
‡
Overcoming challenges of social media **uc, bold, u/line**

1. The learners need support, guidance and pedagogical interventions to make / best possible use of social media to support their learning goals. The disadvantaged schools may be provided with ~~adequate~~ resources to acquire knowledge and to aces it. **sp**
~~enough~~ **stet**

‡ **Move**

3. Developing video conferencing to identify nonverbal behaviour during / communication process between instructor and student such as head nodding, smiles, frowns or signs of boredom.

‡

[2. Providing free Wi-Fi to enable all students to access knowledge easily through a mobile device because of the convenient connectivity also allows interaction with e-learning for sharing and transferring knowledge. **NP**

MM Grant, Director General **trs**

Attention to the above-mentioned ʎ will be appreciated! ʎ resolutions

Candidate:
- ✓ **Delete paragraphs numbers.**
- ✓ **Display conclusion correctly.**
- ✓ **Find [knowledge] and replace with [information] in bold and italics.**
- ✓ **Insert a footer Social Media left-aligned in bold and 8 pt.**

[56]

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QUESTION 4: PARAGRAPHS WITH TABULAR STOPS

TIME: 21 MINUTES **MARKS: 34**

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: Single except where indicated otherwise
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as header. 2. Key in the document and take ALL proofreading signs into consideration. 3. Save and print the document as Q4. 4. Put the PRINTOUT in your EXAMINATION COVER.	

uc sp

Privacy issues involved in / use of social media left-align, bold

‡

Female students have more concerns than male students because some males access their profiles and misuse it. **[**Communication skills and language proficiency need to be improved to create a high level of communication to prevent embarassment when students interact with other ~~students~~ learners on social media to share and information. transfer

NP sp stet trs

‡

Privacy concern caused by ʌ media ʌ social uc, u/line

‡

Candidate: Set a left tabular stop from the margin at 6,35 cm/2,5" and 12,7 cm/5".

Crossing lines Barrier Rules uc, italics

‡

Candidate: Insert any bullets and indent.

- Male students
- Female students
- Instructor
- ~~Facilitator~~ del

Unsuitable material
Sexual predators
Offensive words

Block
Formal
Assess

[34]

QUESTION 5: COLUMNS

TIME: 13 MINUTES **MARKS: 20**

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Justify HYPHENATION: Yes LINE SPACING: Single except where indicated otherwise
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as header. 2. Key in the document and take ALL proofreading signs into consideration. 3. Save and print the document as Q5. 4. Put the PRINTOUT in your EXAMINATION COVER.	

Candidate:
1. **Create 3 parallel columns. Paragraph 1 in column 1, paragraph 2 in column 2 and paragraph 3 in column 3.**
2. **Replace 1., 2., etc with any bullets and TWO letter spaces and indent. Make sure that the bullets are aligned against the left-hand margin.**

Policies and practices **sp caps, bold, u/line, centre**

‡

1. Policies **[**Institutional policies and developments regarding technology in the **uc, italics NP** teaching of higher ~~training~~ **del** education institutions have been struggling for some years to provide / adequate conditions to cope not only with / technology requirements but also with the scientific & professional domains. **in full**

2. Infrastructure **[**Integration of technology into teaching needs the development **uc, italics NP**
2 **in full**
of practices 3 & policies 1 in some cases such as infrastructure and access. **trs**

stet

~~grown~~
3. Libraries **[**The policies regarding access seem to have ~~developed~~ only **uc, italics NP**
from ʎ points where the only suitable spaces considered are places ʎ accessible
such as / libraries and dedicated computer rooms or laborratories for public access. **sp**

[20]

QUESTION 6: AFRICAN LANGUAGE

TIME: 12 MINUTES **MARKS: 20**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: 1,5 (1½)
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as header. 2. Save and print the document as Q6. 3. Put the PRINTOUT in your EXAMINATION COVER.	

IGAMA ELIBI NGENXA YEZIKWELETU

Kungbe kukhona osewake wakwesabisa ngokuthi uma ungamkhokheli uzokufaka kwa-credit bureau? Makunjalo, phuthuma umkhokhele ngokushesha.

I-credit bureau yaseSouth Africa cishe yesatshwa ngaphezu kwazozonke izinhlangano ezikhona. Abasezitolo, ama-service providers, abakhokhisi bentela, naboqeqeshelwe ukwelapha ngemithi, abafana nodokotela kanye nabamazinyo, yibo abayisebenzisa ...

[20]

TOTAL SECTION A: 200

SECTION B

WORD PROCESSING

	TIME	MARKS
QUESTION 7B	**16 minutes**	**26 marks**
QUESTION 8A	**10 minutes**	**17 marks**
QUESTION 8B	**13 minutes**	**22 marks**
QUESTION 9A	**7 minutes**	**12 marks**
QUESTION 9B	**14 minutes**	**23 marks**
	60 minutes	**100 marks**

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QUESTION 7B: PARAGRAPHS

TIME: 16 MINUTES **MARKS: 26**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: Single with double line spacing between paragraphs

1. Retrieve the document saved as Q7A and change the document name to Q7B.
2. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as header.
3. Do ALL processing as indicated in the text.
4. Save and print the document as Q7B.
5. Put the PRINTOUT in your EXAMINATION COVER.

Candidate:

1. **Insert page numbers on all pages bottom right-aligned.**
2. **Insert paragraph numbers with TWO letter spaces and indent.**
3. **Search and replace [&] with [and].**

Λ 1. Implication on policy & practice **Arial Black 16 pt, uc, centre**

‡

Providing the adequate conditions to cope not only with technology requirements and the scientific and professional domain, but also with what it takes to increase the use of technology on campuses as well as online have been a struggle for some years now.

‡ Λ 1.1 Integration of technology with teaching needs development of policy practice and in some cases infrastructure and access. Providing the necessary infrastructure and grant access are prerequisites for all the rest. ‡ Λ 1.2 The policies regarding access seem to have developed only from accessible points where the only suitable spaces considered are libraries and dedicated computer rooms or labs for public access. ‡ Λ 1.3 Policy and practice has to promote access under the anytime, anywhere formula either by cable or Wi-Fi networks, assuming that students have access to personal computers at home or simply carry a laptop with them all the time.

‡

uc, bold **in full**

Λ Institutional policies & developments regarding technology in teaching at HE institutions

‡

QUESTION 7B (CONTINUED)

It also means that teachers would need access to computers with a projector to present lessons while demonstrating work to learners.

‡

Classrooms may be equipped with network connections to share and transfer information if no delays occur. runs on

Virtual learning environments with digital campuses, e-learning tools, learning management systems are proliferating in places with different options which include self-developed platforms and applications, commercial products and increasingly open source solutions.

page break

Λ 2. Classroom equipment or provision of resources Arial Black 16 pt, uc, centre

‡

Λ Free Wi-Fi Tab 1x uc, bold

Λ Personal computer Tab 2x uc, bold

Λ Projector Tab 3x uc, bold

Λ Tablet Tab 4x uc, bold

d/s

‡

Λ 2.1 Even when the latter is preferred there are important costs attached to them in terms of connecting to existing institutional databases and applications and support. ‡ Λ 2.2 The main aim of this policy practice of providing virtual learning is to facilitate every student with anytime, anywhere internet where it is possible to deal with ‡ Λ 2.2.1 administrative issues, ‡ Λ 2.2.2 university services of all kinds and, of course, ‡ Λ 2.2.3 access to course materials, ‡ Λ 2.2.4 digital resources and some tutorial or instructional support.

page break

Λ 3. Information technology services Arial Black 16 pt, uc, centre

‡

Λ 3.1 Higher education institutions have expanded technical support such as free Wi-Fi to students who did not have the support before to enable them to connect to a network.

‡

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QUESTION 7B (CONTINUED)

Λ 3.2 This increased support need, which is not only technical but also related to use, implies consolidation of the existing university libraries and IT services into one unified support service which can cope both with technical problems and requests for tutorial assistance. ‡ Λ 3.3 Training supplied by experienced instructors also equipped with technological skills is the most difficult issue which needs support. ‡ Λ 3.4 The tools for helping academic staff to improve the quality of teaching by technology have been always at hand, ranging from self-paced training materials to peer training and support.

‡ ~~enough~~ stet

The critical issue has been how to create the ~~adequate~~ incentives for the use of virtual platforms in classrooms and outside. Furthermore the implications of the policy are conducive to learning and offer support to attract and retain qualified teachers or instructors. There is economic support of disadvantaged schools by using appropriate approaches depending on the overall resources and support of disadvantaged students. [In contrast NP with marketing mechanisms the quality of education does not automatically respond in a positive way to the provision of opportunities for students in motivating them. [There NP should be an engagement in student evaluation and teacher appraisal to improve teaching and learning and to apply a cohesive systematic and approach continuous trs to improve school systems.

‡

~~There is an issue of digital contents, usually small pieces of information used when instructors build their own digital study material or courses (Van der Wende, 2003).~~ del In this respect, there is an increasing trend, if not a whole movement, in favour of the production and use of open educational resources whose nature seems to be, according to their advocate, not only more suited to the collegial nature of university teaching but also fit better into the principle that access to knowledge should be democratised [Centre for Educational Research and Development (CERI) 2007].

[26]

QUESTION 8A: PARAGRAPHS

TIME: 10 MINUTES **MARKS: 17**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: 1,5 (1½)
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as header. 2. Key in the document and take ALL proofreading signs into consideration. 3. Save and print the document as Q8A. 4. Put the PRINTOUT in your EXAMINATION COVER.	

Social media platforms in South African institutions

This has become a challenging issue

The teaching and learning curriculum advantages will lead to e-learning.

Challenges based on: language, networking, training of instructors and students, the resources to be utilised by the end user of e-learning.

Instruments such as devices, rural development in terms of network connection in rural schools:

The skills & training of the students or instructors should be clear & understandable.

Loophole in terms of using Facebook, WhatsApp, Twitter.

(17)

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QUESTION 8B: PARAGRAPHS WITH TABULAR STOPS

TIME: 13 MINUTES **MARKS: 21**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: Single except were indicated otherwise
1. Retrieve the document saved as Q8A and change the document name Q8B. 2. Change QUESTION 8A in the header to QUESTION 8B. 3. Do ALL processing as indicated in the text. 4. Save and print the document as Q8B. 5. Put the PRINTOUT in your EXAMINATION COVER.	

Social media platforms in South African institutions — uc, bold, centre

‡

This has become a challenging issue ʌ in SA — insert in full

‡

The teaching and learning curriculum advantages will lead to e-learning.

‡

Challenges based on:

‡

language — uc tab 1x, italics

networking — uc tab 2x, italics

training of instructors and students/ — uc tab 3x, italics del [,]

d/s

~~the resources to be utilised by the end user of e-learning~~. — del

‡

Instruments such as devices, rural development in terms of network connection in rural schools:

‡

ʌ Laptop — insert, tab 1x, italics

ʌ Smartphones — insert, tab 2x, italics

ʌ Tablet — insert, tab 3x, italics

d/s

‡

The skills & training of the students or instructors should be clear & understandable.

‡

Loophole in terms of using — uc, bold, centre

‡

Facebook — tab 1x, italics

‡

WhatsApp — tab 2x, italics

Twitter/ — tab 3x, italics del [.]

d/s

Candidate;
Replace [&] with [and].

(22)
[39]

QUESTION 9A: PARAGRAPHS

TIME: 7 MINUTES **MARKS: 12**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: Double
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as header. 2. Key in the document and take ALL proofreading signs into consideration. 3. Save and print the document as Q9A. 4. Put the PRINTOUT in your EXAMINATION COVER.	

Tipoli Winterwegbreek

Klop die hitte ... klop die skare

Twee en dertig perfek goed beplande reisplanne

Eersteklas hotelle

Alle maaltye ingesluit **bold**

Een oproep doen dit alles

Wêreld se beste ervare toergidse beskikbaar

Bespreek by 086 4988 396

Laat jou drome waar word!

ê = ALT 136

(12)

QUESTION 9B: PARAGRAPHS

TIME: 14 MINUTES **MARKS: 23**

MARGINS: Left: 3,05 cm/1,2" Right: 3,05 cm/1,2" FONT: Courier New 12 pt	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No LINE SPACING: Single and as indicated

1. Retrieve the document saved as Q9A and change the document name Q9B.
2. Change QUESTION 9A in the header to QUESTION 9B.
3. Do ALL processing as indicated in the text.
4. Save and print the document as Q9B.
5. Put the PRINTOUT in your EXAMINATION COVER.

Candidate:
Insert a footer Tipoli in Arial 10 pt, capital letters, bold, italics and right-aligned.

Tipoli Winterwegbreek **uc, centre**

‡

Klop die hitte ... klop die skare **del**

align left Twee en dertig perfek ~~goed~~ beplande reisplanne

‡

ʎ Baie verrassings vir almal! **uc, bold**

‡

Eersteklas hotelle

Alle **maaltye** ingesluit **remove bold**

~~so~~

Een oproep doen ~~dit~~ alles **stet**

Wêreld se beste ervare toergidse beskikbaar

Bespreek ʎ by 086 4988 396 ʎ nou

‡

Laat jou drome waar word! **bold**

Candidate:
Insert a page break.
Copy page one to page two.
Insert page numbers at the bottom centre on both pages.

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QUESTION 9B (CONTINUED)

Centre page vertically

TIPOLI WINTERWEGBREEK

Klop die hitte ... klop die skare
Twee en dertig perfek beplande reisplanne
‡

Change the left- and right-hand margin to 3,81cm/1,5" [Klop die ... reisplanne]

BAIE VERRASSINGS VIR ALMAL! **align right**
‡
Eersteklas hotelle
Alle maaltye ingesluit
Een oproep doen dit alles
Wêreld se beste ervare toergidse beskikbaar
Bespreek nou by 086 4988 396 **o/streep**

Change the left- and right-hand margin to 5,08 cm/2" [Eersteklas ... by 086 4988 396]

Laat jou drome waar word! **align right**

(23)
[35]

TOTAL SECTION B: 100
GRAND TOTAL: 300

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