



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN690(E)(M29)H

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

29 MAY 2019 (X-Paper)
09:00–12:00

This question paper consists of 28 pages.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
TIME: 3 HOURS
MARKS: 300**

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

**30 MINUTES ARE ALLOWED TO READ THE
INSTRUCTIONS**

	TIME	MARKS
TYPING TECHNIQUE: SECTION A	2 hours	200
WORD PROCESSING: SECTION B	1 hour	100
TOTAL	3 hours	300

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE
PAPER. INVIGILATORS WILL EXPLAIN IF NECESSARY.**

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 timed accuracy test.
2. Candidates are allowed to read through the test 3 MINUTES before the commencement of the examination.
3. The timed accuracy 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, your test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter, in your presence, it will be put in your EXAMINATION FOLDER.
5. Answer ALL the questions.
6. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.
7. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

WORD PROCESSING: SECTION B

1. Answer ALL the questions.
2. Procedure for QUESTIONS 7A, 8A AND 9A: Key in, save and print.
3. 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.
4. 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 ASCII codes.
2. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.

3. Use only COURIER NEW 12 pt except if otherwise indicated in the question paper.
4. Work fast in order to complete the question paper in time.
5. Save your 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.
6. 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.
7. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO questions without EXAMINATION NUMBERS will be marked.
8. At the end of the examination session, hand in the following:
 - 8.1 EXAMINATION FOLDER with PRINTOUTS to be marked in the same order as the questions in the question paper.
 - 8.2 The compact disk/memory stick on which your work was saved, properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Candidates' answers must be kept for at least 6 MONTHS.
 - 8.3 ALL other PRINTOUTS. NO PRINTOUTS may be taken out of the examination room or put into bins.
9. 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.**

TYPING TECHNIQUE

SECTION A

**DO NOT TURN THE PAGE BEFORE THE
INVIGILATOR INSTRUCTS YOU TO DO SO.**

	TIME	MARKS
QUESTION 1: TIMED ACCURACY TEST	10 minutes	20
QUESTION 2: TABULAR STATEMENT	25 minutes	40
QUESTION 3: FLOWCHART	25 minutes	40
QUESTION 4: FINANCIAL STATEMENT	25 minutes	40
QUESTION 5: PAMPHLET	25 minutes	40
QUESTION 6: AFRICAN LANGUAGE	10 minutes	20
TOTAL	120 minutes	200

QUESTION 1: TIMED ACCURACY TEST**TIME: 10 minutes****MARKS: 20**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: 1,5 (1½) or 2 SPEED: 50 wpm (minimum requirement)	PAPER: A4 portrait HYPHENATION: No ALIGNMENT: Left FONT: Courier New 12 pt
<ol style="list-style-type: none"> 1. The timed accuracy test below must be keyed in ONCE only. 2. The passage allows for speeds of 50 and 55 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. Your test must be collected and signed by the invigilator at the BEGINNING of the EXAMINATION. ALL pages need to be signed. 	

An important way to maintain your personal health is to have a healthy diet. A healthy diet includes a variety of plant-based and animal-based foods which provide nutrients to your body. Such nutrients give you energy and keep your body running. Nutrients help build and strengthen bones, muscles and tendons and also regulate body processes. The food guide pyramid is a pyramid-shaped guide of healthy foods divided into sections. Each section shows the recommended intake for each food group, that is protein, fat, carbohydrates and sugars. Making healthy food choices is important because it can lower your risk of heart disease, developing some types of cancer and it will contribute to maintaining a healthy weight.

The Mediterranean diet is commonly associated with health-promoting effects due to the fact that it contains some bioactive compounds like phenolic compounds, isoprenoids and alkaloids.

QUESTION 1 (CONTINUED)

Physical exercise enhances or maintains physical fitness and overall health and wellness. It strengthens muscles and improves the cardiovascular system.

Sleep is an essential component to maintaining health. The sleep of children is also vital for growth and development. Ongoing sleep deprivation has been linked to an increased risk for some chronic health problems. In addition, sleep deprivation has been shown to correlate with both increased susceptibility to illness and slower recovery times from illness. In one study people with chronic insufficient sleep, set as six hours of sleep a night or less, were found to be four times more likely to catch a cold compared to those who reported sleeping for seven hours or more a night.

Due to the role of sleep in regulating metabolism insufficient sleep may also play a role in weight gain or conversely in impeding weight loss. Individuals who habitually sleep outside the normal range may be exhibiting signs or symptoms of serious health problems or, if volitional, may be compromising their health and well-being.

Health science is the branch of science focused on health. There are two main approaches to health science: the study and research of the body and health-related issues to understand how humans (and animals) function and the application of that knowledge to improve

QUESTION 1 (CONTINUED)

health and to prevent and cure diseases and other physical and mental impairments. The science is built on many subfields, including biology, biochemistry, physics, epidemiology, pharmacology and medical sociology. Applied health sciences endeavour to understand and improve human health better through applications in areas such as health education, biomedical engineering, biotechnology and public health.

Organised interventions to improve health based on

[20]

QUESTION 2: TABULAR STATEMENT

TIME: 25 minutes

MARKS: 40

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" PAPER: A4 landscape	LINE SPACING: Single (1) (Except where indicated otherwise) FONT: Arial 8 pt (Except where indicated otherwise)
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as a header. 2. Take ALL proofreading signs into consideration. 3. Insert a TABLE. 4. Save and print the document as Q2. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Recommended dietary allowance[†] (RDA) 18 pt, centre, uc, bold, italics, double u/line, shadow

† Candidate: Centre column headings horizontally and vertically runs on

	Weight		Height		E	P	V	V	V	V
	kg	lb	cm stet	inch	(kcal)	(g)	(µg)	(µg)	(mg)	(µg)
<i>Males u/line</i>										
<i>†</i>										
11-14	45	99	157	62	2500	45	1000	10	10	45
15-18	66	145	176	69	3000	59	1000	10	10	65
19-24	72	160	177	70	1000	70	1000	10	10	70
25-50	77	174	176	70	1000	70	1000	5	10	80
51+	77	170	173	68	1000	68	1000	5	10	80
<i>Females u/line</i>										
<i>†</i>										
11-14	46	46	101	157	2200	46	800	10	8	45
15-18	55	55	120	163	2200	44	800	10	8	55
19-24	58	58	128	164	2200	46	800	10	8	60
25-50	63	63	138	163	2200	50	800	5	8	65
51+	65	65	143	169	1900	50	800	5	8	65
<i>Lactating u/line</i>										
<i>†</i>										
1 st 6 months					+500	65	1300	10	12	65
2 nd 6 months	<i>del</i>				+500	62	1200	10	11	65
<i>Pregnant u/line</i>					+300	60	800	10	10	65

QUESTION 2 (CONTINUED)

runs on

VITAMIN C	THIAMIN	RIBOFLAVIN	NICOTINIC ACID	VITAMIN B ⁶	FOLATE	VITAMIN B ¹²	CALCIUM	PHOSPHORUS	MAGNESIUM	IRON	IODINE	SELENIUM
(mg)	(mg)	(mg)	(µg)	(µg)	(µg)	(mg)	(mg)	(mg)	(mg)	(µg)	(µg)	(µg)
50	1.3	1.5	17	1.7	150	2.0	1200	1200	270	15	stet 100 150	40
60	1.5	1.8	20	2.0	200	2.0	1200	1200	400	15	150	50
60	1.5	1.7	19	2.0	200	2.0	1200	1200	350	15	150	70
60	1.5	1.7	19	2.0	200	2.0	800	800	350	15	150	70
60	1.2	1.4	15	2.0	200	2.0	800	800	350	15	150	70
50	1.1	1.3	15	1.4	150	2.0	1200	280	1200	12	150	45
60	1.1	1.3	15	1.5	180	2.0	1200	1200	300	12	150	50
60	1.1	1.3	15	1.5	180	2.0	1200	1200	280	12	150	55
60	1.1	1.3	15	1.6	180	2.0	800	800	280	12	150	55
60	1.0	1.2	13	1.6	180	2.0	800	800	280	12	150	55
70	1.5	1.6	17	2.2	100	2.2	1200	1200	320	15	175	65
95	1.6	1.8	20	2.1	280	2.6	1200	1200	355	19	200	75
90	1.6	1.7	20	2.1	260	2.6	1200	1200	340	16	200	75

1 RDA has been established by / Food & Nutrition **A** of / National **A** Board in full
 Academic of Science - National Research Council

candidate: Align all figures right except first column.

[40]

QUESTION 3: FLOW CHART**TIME: 25 minutes****MARKS: 40**

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: Yes ALIGNMENT: Left FONT: Arial 12 pt (Except where indicated otherwise)
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as a header. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Create a FLOW CHART. 5. Save and print the document as Q3. 6. Put the PRINTOUT in your EXAMINATION FOLDER. 	

Food pyramid centre, 24 pt, sp caps, bold, double u/line, highlight heading

‡

Candidate: Create THREE columns. Distance between columns must be 1,27 cm/0,5". Insert a vertical line between the columns. Insert any bullets and indent.

Column 3

According to / pyramid people should start with plenty of breads, cereals, rice, pasta, ~~meat~~, vegetables and fruits; add two to three servings from the milk group and 2 to 3 servings from the ~~meat~~ group and go easy on fats, oils and sweets. del
in full

Column 2

/ food pyramid is an outline of what to eat each ~~weekly~~ day based on dietary guidelines. uc del

It is not a **A** prescription but a general guideline that helps people choose a healthy diet. / pyramid suggests that individuals eat a variety of foods to get / nutrients and / amount of kilo 0 joules they need to maintain health. runs on
A rigid
sp

QUESTION 3 (CONTINUED)

Column 1

Many people have difficulty trying to translate a chart of recommended RDAs into a plan for nutritious eating.

Home economists, dieticians, nutritionists and others have developed a simple way for us to focus on food rather than nutrients as we plan diets healthy. It is called / Food Guide Pyramid and includes 6 food groups.

runs on

trs
in full

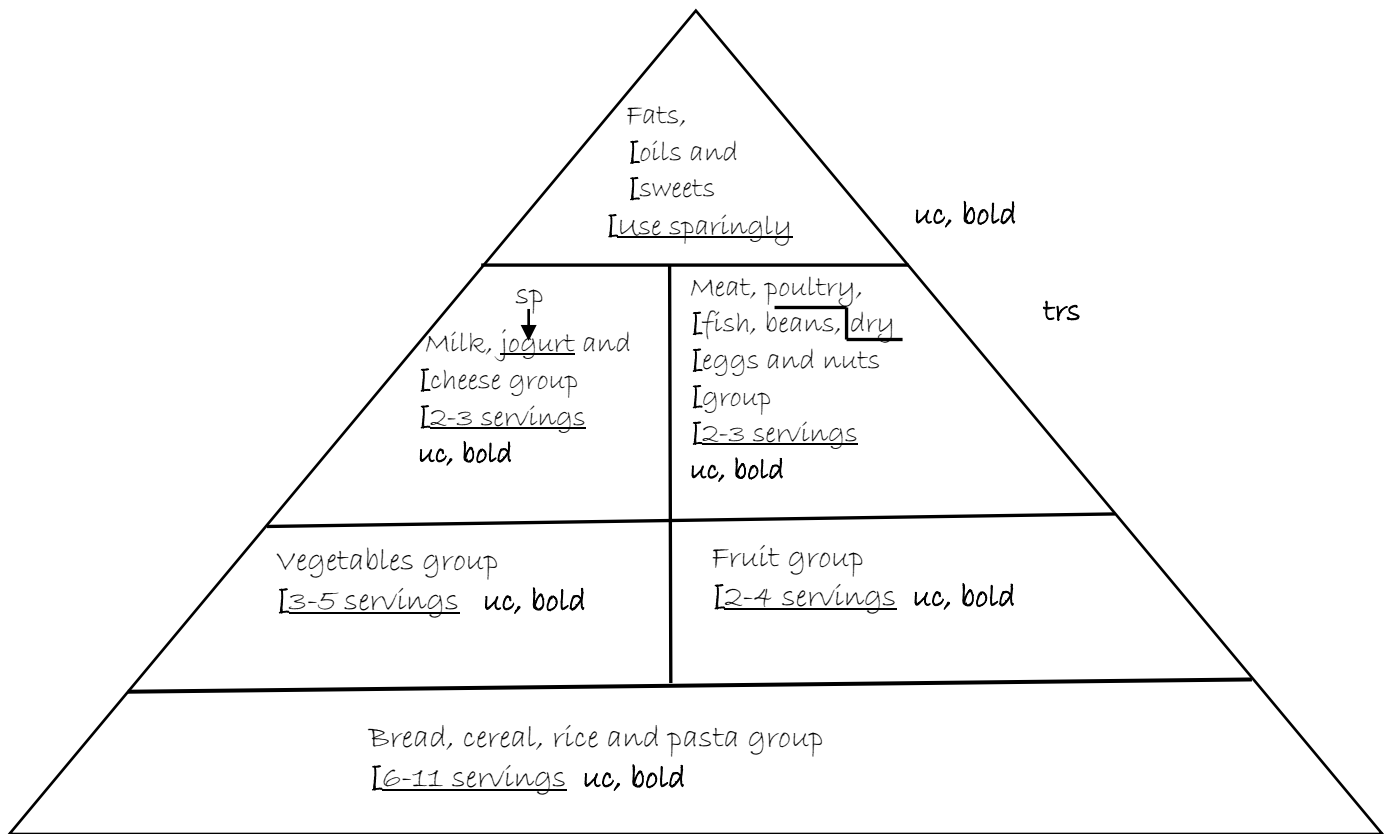
Candidate: insert a column break after column 3.

‡

Move

‡

Candidate: Centre all content in pyramid and change to Arial 10 pt.



A guide to daily food choices 16 pt, ital, centre

[40]

QUESTION 4: FINANCIAL STATEMENT

TIME: 25 minutes

MARKS: 40

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait ALIGNMENT: Left FONT: Arial 10 pt (Except where indicated otherwise)
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as a header. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Save and print the document as Q4. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Food basket prices showing over / year Jan 2018-Jan 2019 12 pt, uc, bold, u/line, centre trs

Candidate: Centre column headings and column 1 horizontally and vertically.
Column headings must be in bold.

Food grouping	Food	Quantity	Jan 2018 Iprice	Jan 2019 Iprice	Y/y Ichange I(Rands)	Y/y Ichange I(%)
#		⊕ stet				
Starch foods	Maize meal	25 kg	179.14	244.32	65.18	36%
	Rice	10 kg	76.99	80.82	3.83	5%
	Cake flour	10 kg	80.15	84.15	4.00	5%
	White bread	8 loaves	84.84	91.21	6.37	8%
	runs on Brown bread	4 loaves	38.57	41.94	3.37	9%
	Samp	5 kg	37.66	48.32	10.67	28%
	Pasta	1 kg	22.15	23.99	1.83	8%
#						
<u>Total</u>	sp caps ← ital		<u>519.50</u>	<u>614.75</u>	<u>95.25</u>	<u>14.14%</u>
Sugar	runs on white sugar	10 kg	108.82	143.65	34.83	32%
#			trs			
Fat, oil	Cooking oil	4 l	81.16	87.14	-5.99	-7%
	Margarine	1 kg	31.65	36.48	4.83	15%
#						
<u>Total</u>	sp caps ← ital		<u>118.79</u>	<u>117.64</u>	<u>-1.16</u>	<u>4.00%</u>

Candidate: Shade column heading rows, column 1 and Total rows. Align all figures right.

QUESTION 4 (CONTINUED)

Milk	Fresh milk	2 l	23.65	27.98	4.33	18%
‡						
Meat, eggs, fish	Eggs	30 eggs	38.99	45.32	6.33	16%
	Canned fish	4 cans	59.29	63.60	4.31	7%
	Chicken runs on pieces	6 kg	131.97	176.47	44.50	34%
	Beef	1 kg	58.33	61.16	2.83	5%
‡						
<u>Total</u>	sp caps ← ital		288.58	346.55	57.97	15.50%
‡						
Vegetables del move rows	Potatoes	10 kg	73.32	55.49	-17.84	-24%
	Spinach	4 bunches	40.00	13.32	-26.68	-67%
	Apples Banana	1.5 kg	20.98	19.82	-1.16	-6%
	Cabbage	2 heads	28.55	20.97	-7.58	-27%
	Onions	10 kg	45.33	38.49	-6.84	-15%
	Tomatoes	3 kg	31.32	35.49	4.17	13%
	Carrots	2 kg	16.97	19.30	2.34	14%
‡						
<u>Total</u>	sp caps ← ital		256.47	202.88	-53.59	-16.00%
‡						
Miscellaneous sp runs on	Salt	1 kg	10.65	12.15	1.51	14%
	Rooibos tea bags	200 g	16.64	20.32	3.68	22%
	Coffee	100 g	15.99	18.32	2.33	15%
‡						
<u>Total</u>	sp caps ← ital		43.28	50.79	7.52	17.00%
‡						
<u>Total cost</u> ^ food basket	^ of uc ← bold		R2542.43	R2786.06	R243.62	6.06%

[40]

QUESTION 5: PAMPHLET

TIME: 25 minutes

MARKS: 40

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

Candidate: Create columns as indicated.

1 portrait 1/3	2 portrait 2/3
----------------------	----------------------

Candidate: Replace the word obese to obese in capital letters and 14 pt.

1 Insert a table as indicated and change the content to 10 pt.

<u>Nutrition labeling</u> centre, uc, bold	
‡	
Below is a sample of facts <u>nutrition on a food label.</u> trs double u/line	
‡	
<u>Nutrition facts</u> bold	
Serving size <u>hundred</u> grams italics in figures insert 3 pt line	
<u>Amount per serving</u> bold	
<u>Calories</u> 225 bold align right → <u>Calories from fat</u> 62 bold	
<u>% Daily value*</u> bold align right insert 3 pt line	
<u>Total fat</u> 7 g bold align right → 11%	
! <u>Saturated fat</u> 2 g indent on 1,27 cm/0,5" align right → 10%	
<u>Cholesterol</u> 36 mg bold align right → 12%	
<u>Sodium</u> 391 mg bold align right → 16%	
<u>Total carbohydrate</u> 25 g bold align right → 8%	
! <u>Dietary fibre</u> indent on 1,27 cm/0,5" align right → 0%	
! <u>Sugars</u> indent on 1,27 cm/0,5"	
<u>Protein</u> 15 g bold insert 3 pt line	
<u>Kalsium</u> sp align right → 5%	← move
<u>Vitamin C</u> align right → 5%	
<u>Vitamin A</u> align right → 4%	
<u>Iron</u> align right → 17%	
* ‡ ‡ Percentage daily values based on a 2,000 calorie diet. runs on	
! Your A values may be higher or lower depending on your calorie needs. A daily	

QUESTION 5 (CONTINUED)

1 Insert a table as indicated and change the content to 12 pt.

Weight control sp caps, bold, centre

‡ ital, uc

u/line

Table 1: Classification of overweight & obesity in full centre

‡

IBW = Ideal body weight align right → BMI = Body mass index

‡ Candidate: Centre column headings horizontally and vertically, bold and shade. Underlined words must be in capital letters.

Insert vertically lines as indicated.

Centre figures in columns.

← insert 3 pt line

<u>Classification</u>	<u>Men</u> % IBW	BMI (kg/m ²)	<u>Women</u> % IBW	BMI (kg/m ²)
Super obese	225	>50	245	>50
Morbidly obese	200	45	220	45
Medically [significantly obese	160	35	170 stet 150	35
Obese	135	30	145	30
Overweight	110	25	120	25
IBW ← bold →	<u>100</u>	<u>20-25</u>	<u>100</u>	<u>20-25</u>

ital, uc

insert 3 pt line ↗

Table 2: 5000 kJ diet - 22% kJ from fat centre insert 3 pt line ↘

<u>Food</u>	<u>Food exchanges</u>	<u>Carbohydrate</u>	<u>Protein</u>	<u>Fat</u>
Milk, skim	2	24	16	
Vegetables fruit del	3	15	6	
Fruit	4	60		
Bread	5	75	10	
Meat, lean	5		35	15
Fat	4			15
Total uc ← bold →	shade row	<u>174</u>	<u>67</u>	<u>30</u>

insert 3 pt line ↗

‡ Candidate: Centre column headings horizontally and vertically, bold and shade. Underlined words must be in capital letters.

[40]

QUESTION 6: AFRICAN LANGUAGE**TIME: 10 minutes****MARKS: 20**

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" LINE SPACING: Single (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: No ALIGNMENT: Left FONT: Courier New 12 pt
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as a header. 2. Key in the following text exactly as it is. 3. Do not break off words at the end of a line, but key in the whole word on the next line. 4. Save and print the document as Q6. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

UKULALA

‡

Ukulala kuyisici esibalulekile sokugcina impilo. Ezinganeni, ukulala kubalulekile ekukhuleni nasekuthuthukisweni.

‡

Ubudala nesimo	Izidingo zokulala
Izinsana (izinyanga ezingu-0-3)	Amahora angu-14 kuya ku-17
Izinsana (izinyanga ezingu-4-11)	Amahora angu-12 kuya ku-15
Izinsana (iminyaka engu-1-2)	Amahora angu-11 kuya ku-14
Abasenkulisa (iminyaka engu-3-5)	Amahora angu-10 kuya kwangu-13
Izingane ezifunda esikoleni (iminyaka engu-6-13)	Amahora angu-9 kuya kwangu-11
Intsha (iminyaka engu-14-17)	Amahora angu-8 kuya kwangu-10
Abantu abadala (iminyaka engu-18-64)	Amahora angu-7 kuya ku-9
Abantu abadala (iminyaka engama-65 nangaphezulu)	Amahora angu-7 kuya kwangu-8

[20]**TOTAL SECTION A: 200**

WORD PROCESSING

SECTION B

YOU HAVE TO WORK FAST AND ACCURATELY

			TIME	MARKS
QUESTION 7:	MAIL MERGE	A	6 minutes	10
		B	12 minutes	20
QUESTION 8:	DISPLAY	A	9 minutes	15
		B	12 minutes	20
QUESTION 9:	AFRICAN LANGUAGE	A	9 minutes	15
		B	12 minutes	20
TOTAL			60 minutes	100

QUESTION 7A: MAIL MERGE**TIME: 6 minutes****MARKS: 10**

1. Create the fields/field names below.
2. Ensure that your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER appear on the PRINTOUT.
3. Use Comic Sans MS 10 pt. Use landscape orientation.
4. Save and print the document as Q7A.
5. Put the PRINTOUT in your EXAMINATION FOLDER.

FIELD NAMES	CUSTOMER 1	CUSTOMER 2	CUSTOMER 3
NAME	Michael	Rose	Violet
SURNAME	Stoman	Pillay	Mkhize
ADDRESS	PO Box 1234	PO Box 5678	PO Box 9012
TOWN	DELVILLE	EDENVALE	LINKSFIELD
CODE	1404	1610	2192
DATE 1	1 July 2019	1 August 2019	1 September 2019
DATE 2	31 July 2019	31 August 2019	30 September 2019
O1			X
O2		X	
O3	X		

(10)

QUESTIONS 7B AND 7C: MAIL MERGE

TIME: 12 minutes

MARKS: 20

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No FONT: Comic Sans MS 12 pt (Unless otherwise indicated)
1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as a header. 2. Insert the fields/field names as indicated and key in the text below. Process according to the instructions. 3. You may use spell check. 4. Save and print the document as Q7B. Put the PRINTOUT in your EXAMINATION FOLDER. 5. Merge the documents and save as Q7C. Print the merged documents and put the PRINTOUTS in your EXAMINATION FOLDER. Ensure that footnote numbers stay the same on every page.	

Candidate: Insert a triple border around the letterhead and shade the column.

MK Health Shop 18 pt, sp caps, bold, centre

‡

☒ PO Box 12529 2000

☎ 011 754 1234

E-mail: mkhealthshop@gmail.com

‡

123 Plain Street

Johannesburg uc

2001

} right-align

Candidate: All field names must be in bold and 14 pt.

«NAME» «SURNAME»

«ADDRESS»

«TOWN»

«CODE»

‡

Dear «NAME»

‡

Find below the menus breakfast for the period «DATE_1» to «DATE_2». trs

‡

Indicate with a cross (X) the preferred menu: italics, double u/line

‡

QUESTIONS 7B AND 7C (CONTINUED)

Insert footnote 1, CS10, with the words:
Meal plan for a person with diabetes

Insert footnote 2, CS10, with the words:
Meal plan to control weight

Insert footnote 3, CS10, with the words:
Meal plan for a person suffering from congestive heart failure

uc, u/line
↓

«01» Breakfast 1¹

‡

Option 1 10 pt, uc, bold, centre

‡

1/2 cup of raisin bran
 ← cereal runs on →

1/2 bagel

1/3 13 cm melon

1/2 cup skim milk

15 ml cream cheese

uc, u/line
↓

«02» Breakfast 2²

Option 2 10 pt, uc, bold, centre

1/2 grapefruit

1 slice whole wheat toast

3/4 cup of dry cereal

1 glass (250 ml)
 ← skim milk runs on →

Coffee or tea as desired

uc, u/line
↓

«03» Breakfast 3³

Option 3 10 pt, uc, bold, centre

1/8 melon

1 biscuit shredded wheat

1 low sodium corn muffin

5 ml unsalted margarine

1 cup skim milk

Coffee or tea, no sugar

} ← 10 pt

Thank you for your enquiries and hope we see you soon.

‡
Regards

‡
‡
Insert a line tab stop on 5.08 cm/2"

Manager Brush Script MT 16 pt, uc, bold

(20)
[30]

QUESTION 8A: DISPLAY

TIME: 9 minutes

MARKS: 15

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: No ALIGNMENT: Left FONT: Courier New 12 pt
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as a header. 2. You may use spell check. 3. Save and print the document as Q8A. 4. Put the PRINTOUT in your EXAMINATION FOLDER. 	

Population health is defined as the health outcomes of a group of individuals including the distribution of such outcomes within the group.

‡
 These groups are often geographic populations such as nations but can also be other groups such as
 employees
 ethnic groups
 disabled persons
 prisoners
 or any other defined group.

‡
 There are many health determinants or factors such as
 medical care systems
 individual behaviour
 genetics
 and the physical environment.

‡ *Insert a left tab stop from the margin on 6,35 cm/2"*

Mortality |Race
 |SES
 |Geography
 |Gender

‡
 Health related |Race
 quality of life |SES

‡
 Health care
 Individual behaviour

(15)

QUESTION 8B: DISPLAY

TIME: 12 minutes

MARKS: 20

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 landscape HYPHENATION: Yes ALIGNMENT: No FONT: Courier New 12 pt (Unless otherwise indicated)
<ol style="list-style-type: none"> 1. Retrieve the document saved as Q8A. 2. Change QUESTION 8A to QUESTION 8B in the header. 3. Process according to the instructions. 4. Save and print the document as Q8B. 5. Put the PRINTOUT in your EXAMINATION FOLDER. 	

Candidate: Create columns as indicated.

<p style="text-align: center;">1 portrait 1/3</p>	<p style="text-align: center;">2 portrait 2/3</p>
---	---

Insert a header in capital letters, Verdana 8 pt and right-aligned with the following words: Population health

*Insert, Bradley Hand ITC 36 pt, sp caps, bold, shadow text, centred
Population health*

Column 1

*Insert, Verdana 12 pt, uc, bold, double u/line, right-aligned
What is population healthⁱ?*

*Insert an endnote in Verdana 10 pt:
Evans and Stoddart*

*‡
Population health is defined as the health outcomes of a group of individuals including the distribution of such outcomes within the group. *ital**

*‡
These groups are often geographic populations such as nations
^ but can also be other groups such as ^ or communities
‡*

QUESTION 8B (CONTINUED)

Candidate: Insert any bullets and indent. Insert commas as indicated.

employees,
ethnic groups,
disabled persons,
prisoners
or any other defined group.

‡
There are many health determinants or factors such as u/line

‡
Candidate: Insert any bullets and indent. Insert commas as indicated.

medical care systems,
individual behaviour,
genetics,
Λ social environment
and the physical environment

Column 2
Centre column 2 vertically

Λ The health outcomes of such groups are of relevance to policy makers in both the public and private sectors. *italics, double u/line*

Λ Policies and programmes *verdana 12 pt, uc, bold, highlight text, centre*

‡
Λ Policies and programmes produce changes in health determinants or factors *u/line*
and then produce the health outcomes. *u/line*

‡
Candidate: Insert a table as indicated. Centre content of table horizontally and vertically.

Λ Outcomes ← <i>Century Gothic 12 pt, uc, bold</i> →		Λ Determinants/ Factors
Λ Mean ← <i>verdana 12 pt, ital</i> →	Λ Disparity	
Mortality <i>Shade column</i>	Race	Health care
	SES	
	Geography	Individual [behaviour
	Gender	
Health related quality of life <i>Shade column</i>	Race	Λ Social environment
	SES	
	Λ Geography	Λ Physical [environment
	Λ Gender	Λ Genetics

‡
→ move

(20)
[35]

QUESTION 9A: AFRICAN LANGUAGE**TIME: 9 minutes****MARKS: 15**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: 1,5 (1½)	PAPER: A4 portrait HYPHENATION: No ALIGNMENT: Left FONT: Courier New 12 pt
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER (left), the QUESTION NUMBER and your STATION/COMPUTER NUMBER (right) as a header. 2. Key in the text below exactly as it is. 3. Save and print the document as Q9A. 4. Put the PRINTOUT in your EXAMINATION FOLDER. 	

Lintlha tsa bohlokoa tse susumetsang hore na batho ba phetse hantle kapa ha li kotsi li kenyeletsa tse latelang:

Chelete le boemo ba sechaba
 Mekhoa ea tsehetso ea sechaba
 Thuto le ho bala le ho ngola
 Maemo a mosebetsi/mosebetsi
 Libaka tsa sechaba
 Maemo a tlaho
 Litloaelo tsa bophelo bo botle le tsebo ea ho sebetsana le boemo
 Bophelo bo botle ba bana
 Biology le liphatsa tsa lefutso
 Tekano

Tsela ea Bophelo Ho kopanya liqeto tsa botho tse ka tlatsetsang kapa tsa baka bokuli kapa lefu.

Tikoloho

Likokoana-hloko

(15)

QUESTION 9B: AFRICAN LANGUAGE**TIME: 12 minutes****MARKS: 20**

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A5 portrait HYPHENATION: No ALIGNMENT: Left FONT: Courier 12 pt (Unless otherwise indicated)
<ol style="list-style-type: none"> 1. Retrieve the document saved as Q9A. 2. Change QUESTION 9A to QUESTION 9B in the header. 3. Process according to the instructions. 4. Save and print the document as Q9B. 5. Put the PRINTOUT in your EXAMINATION FOLDER. 	

Insert a page border.

Insert a page number, starting with 4, 10 pt, top, right-aligned

Insert a header, Arial Narrow 8 pt, capital letters, bold, double underlined, left-aligned

Mokhatlo oa lefatse oa bophelo

Insert a footer, Arial Narrow 8 pt, double u/line, centred

Motho ea phelang o bohlokoa ho boemo bohle ba bophelo ba hae le boleng ba bophelo ba hae.

Insert, Comic Sans 18 pt, sp caps, bold, italics, centred, border around text, shaded

Liqeto

‡
Lintlha tsa bohlokoa tse susumetsang hore na batho ba phetse hantle kapa ha li kotsi li kenyeletsa tse latelang: **bold, italics, right-aligned**

‡

QUESTION 9B (CONTINUED)

Create TWO columns

Column 1

Insert any bullets and indent. Change content to 8 pt.

Chelete le boemo ba sechaba
Mekhoa ea tsehetso ea sechaba
Thuto le ho bala le ho ngola
Maemo a mosebetsi/mosebetsi
Libaka tsa sechaba
Maemo a tlhaho

^ Litsebeletso tsa tlhokomelo ea bophelo

Column 2

Insert any bullets and indent. Change content to 8 pt.

Litloaelo tsa bophelo bo botle le tsebo ea ho sebetsana le boemo
Bophelo bo botle ba bana
Biology le liphatsa tsa lefutso
Tekano

^ Setso

Insert column break

‡

Insert, 12 pt, bold, italics, right-aligned

Masimo a mararo a ikemetseng e le lisosa tsa bohlokoa tsa bophelo ba motho:

‡

Insert numbers (1., 2., etc) at headings with two letter spaces and indent. Change all content to 8 pt.

Tsela ea Bophelo uc, u/line

[Ho kopanya liqeto tsa botho tse ka tlatsetsang kapa tsa NP
baka bokuli kapa lefu.

QUESTION 9B (CONTINUED)

Tikoloho *uc, u/line*

‡

∧ Litaba tsohle li amana le bophelo bo bottle bo ka ntle ho 'mele oa motho le seo motho eo a se nang taolo kappa ho se laola.

~~Likokoana-hloko~~ *del*

‡

∧ Li-biomedical *uc, u/line*

‡

∧ Likarolo tsohle tsa bophelo bo botle, 'meleng le kelello li hlahile ka hare ho' mele oa motho joalokaha li susumelitsoe ke liphatsa tsa lefutso.

(20)

[35]

TOTAL SECTION B: 100
GRAND TOTAL: 300