



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**NATIONAL CERTIFICATE
INFORMATION PROCESSING N6**

(6020286)

**27 May 2021 (X-paper)
09:00–12:00**

This question paper consists of 30 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
SECTION A: TYPING TECHNIQUE	2 hours	200
SECTION B: WORD PROCESSING	1 hour	100
TOTAL	3 hours	300

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

SECTION A: TYPING TECHNIQUE

1. Candidates are allowed to read through the timed accuracy test 3 MINUTES before the commencement of the examination.
2. The timed accuracy test must be keyed in at the beginning of the examination.
3. 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.
4. Answer ALL the questions.
5. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.
6. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

SECTION B: WORD PROCESSING

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 the 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 INVIGILATOR'S
INSTRUCTION BEFORE TURNING
THE PAGE**

SECTION A

TYPING TECHNIQUE

**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: PAMPHLET	25 minutes	40
QUESTION 4: FINANCIAL STATEMENT	25 minutes	40
QUESTION 5: FLOW CHART	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 the document as Q1 and print.5. After completion, your test must be collected and signed by the invigilator. All pages need to be signed.	

There is little debate, if any, among economists about the fact that a high level of economic growth is essential for poverty reduction. Indeed, increased growth rates, effectively measured by rising per capita income, make this link clear and simple. If economic growth increases, poverty levels in society decrease. However, a more detailed assessment of these incidences worldwide indicates that there are two important caveats to the general view that economic growth is to the advantage of the poor.

Firstly, the impact of economic growth on poverty differs significantly in various countries. Research done by the World Bank indicates that depending on the country a two-percent increase in growth rates will result in a reduction of poverty ranging from one to seven percent. Secondly, as income grows, there is a high likelihood that this will also affect the distribution of that

QUESTION 1 (CONTINUED)

income. Put differently, economic growth often brings with it some change in the levels of inequality of income.

When this occurs and the result is an increase in inequality, the growth gains to the poor may in fact be reduced. Higher inequality levels from growth through the deleterious impact on the distribution of income dilute the impact of economic growth on poverty. Given these two caveats to the growth/poverty nexus, the critical insight is that economic growth is necessary, but it is certainly not the only condition for poverty reduction in a society.

While the shifts in poverty between 1995 and 2005 were noted in the analysis above using the standard class of poverty measures, it remains important to try to estimate how the growth in expenditure by the poor has fared relative to that by the rich over this period. As a starting point for the analysis, growth incidence curves for this period were examined according to a set of covariates.

Essentially, the approach allows researchers to determine whether growth in expenditure in this period has been pro-poor in nature by plotting the growth in expenditure across each percentile of the distribution.

In the growth incidence curve for South Africa for the period 1995-2000, the growth in expenditure per capita of the population,

QUESTION 1 (CONTINUED)

arranged according to ascending percentiles of the distribution, was examined. It is clear from the growth incidence curve that growth in per capita expenditure was pro-poor in the absolute sense, with all the individuals across the distribution experiencing positive growth between 1995 and 2005. → 50 wpm

Pro-poor growth can be considered absolute if the change in expenditure/income levels of the poor over a given time period is not zero. The expenditure levels of the poor have increased in absolute terms. Pro-poor growth → 55 wpm

[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 differently) FONT: Arial 10 pt (Except where indicated differently)
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 the document as Q2 and print. 5. Place the PRINTOUT in your EXAMINATION FOLDER.	

Budget 16 pt, sp caps, bold, double u/line, centre

‡

Key budget statistics uc, u/line

‡

→ Move

‡

Candidate: Centre column headings horizontally and vertically runs on

<u>Consolidated spending 2019/2020</u> uc, italics shade row light grey	
R billion	Compensation employers of employees
Basic education and training del	178.2
Post-school education and training	9.9
Health	117.3
Social protection	12.3
Employment, labour affairs & social security funds	6.3
Industrial development and trade	8.8
Economic infrastructure and network regulation	15.6
Defence and state security	27.8
Law courts and prisons	30.1
Police services	70.4
Home affairs	4.0
Human settlements and municipal infrastructure	16.9
Agricultural, development rural and land reform trs	11.9
Arts, sports, recreation and culture	3.8
General public services	30.2
Debt service costs	
Contingency reserve sp	
<u>Total</u> ‡ uc, bold	

Candidate: Align figures right

{ The data on this page may differ from / statistical annexure due to classification, definition and rounding.

QUESTION 2 (CONTINUED)

runs on

bold column

Goods and [services	Capital spending [and transfers	Current transfers [and subsidies	Interest [payments	<u>Total</u> uc
21.3	14.0	18.9	0.0	232.6
2.1	4.4	61.2	0.0	77.5
53.0	22.3	5.9	0.0	187.5
7.6	2.0	159.1	0.3	180.0
10.0	2.2	58.2	0.0	75.9
3.5	7.1	9.5	0.0	28.9
32.5	34.0	1.0	0.0	89.5
12.0	2.0	12.2	0.0	54.0
11.0	2.3	0.3	0.0	43.8
18.4	3.0	1.1	0.0	93.8
2.4	0.6	0.1	0.0	7.2
12.3	80.5	85.8	0.0	195.8
6.7	4.3	3.6	0.0	26.5
3.2	1.3	2.1	0.0	10.4
20.4	3.6	11.1	0.0	70.7
			0.0	162.4
			0.1	6.0
			162.4	1563.1

NL

1 Payments for **A** assets are not shown in / table, but are included **A** financial
in / row totals

[40]

QUESTION 3: 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 differently)	PAPER: A4 landscape HYPHENATION: No ALIGNMENT: Left and as indicated FONT: Rockwell 10 pt (Except where indicated differently)
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 the document as Q3 and print. 5. Place the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create tables as indicated and merge cells as indicated.

1 portrait 1/4		2 portrait 1/4	

3 portrait 1/4		4 portrait 1/4	

*Candidate: Centre the content in each column vertically.
All figures must be right-aligned.*

Budget: 2019/2020 expenditure 18 pt, uc, bold, u/line, centre

‡
2 Insert as indicated

<u>General administration</u> 12 pt, uc, italics, centre <u>R70,7 bn</u> NL 12 pt, bold, centre	} shade row
General A administration R43,9 A public ‡ Executive and legislative organs R14,3 ‡ External affairs & foreign aid R12,4 in full	
<u>Debt service costs</u> 12 pt, uc, italics, centre <u>R162,4 bn</u> NL 12 pt, bold, centre	} shade row

QUESTION 3 (CONTINUED)

3 Insert as indicated

Candidate: Merge row 1 in column 3 and 4 and insert text as indicated below

Social Health services del 12 pt, uc, bold, left-align

R884 billion 12 pt, bold, right-align

<u>Education</u> 12 pt, uc, italics, centre	} → shade row
[<u>R320,5 bn</u> NL 12 pt, bold, centre	
Basic education R216,7	} → shade row
+	
University subsidies R31,6	
+	
Education administration R36,9	
+	
National Student Financial Aid <u>Skeme</u> R15,3 sp	} → shade row
+	
Technical and Vocational Education and Training R7,4	
<u>Health</u> 12 pt, uc, italics, centre	} → shade row
[<u>R187,5 bn</u> NL 12 pt, bold, centre	
→ Move	} → shade row
+	
Central hospital services R35,9 [Provincial hospital services R32,3 NP	
+	
Other health services R35,7	
District health services R83,6	

4 Insert as indicated

<u>Local development and infrastructure</u> 12 pt, uc, italics, centre	} → shade row
[<u>R195,8 bn</u> NL 12 pt, bold, centre	
Municipal equitable share R72,9	} → shade row
+	
Human settlements, water and electrification programmes R78,8	
+	
Public transport R44,1	} → shade row
<u>Social protection</u> 12 pt, uc, italics, centre	
[<u>R180,0 bn</u> NL 12 pt, bold, centre	} → shade row
Old-age grant R64,5 [Child support grant R56,3 [Disability NP	
grant R21,2 [Provincial development]social R19,2 NP trs	
+	
Other grants R19,0	

QUESTION 3 (CONTINUED)

1 Insert as indicated

Candidate: Merge row 1 in column 1 and 2 and insert text as indicated below

Consolidated government expenditure 12 pt, uc, bold, left-align

R1,56 trillion 12 pt, bold, right-align

<p><i>Economic affairs and agriculture</i> 12 pt, uc, italics, centre</p> <p>R241,6 bn NL 12 pt, bold, centre</p>	} → shade row
<p>Economic → runs on</p> <p>↳ infrastructure and network regulation R89,5</p> <p>+</p> <p>Employment and labour affairs R75,9</p> <p>+</p> <p>Industrial development and trade R28,9</p> <p>+</p> <p>Agri()culture and land reform R50,2</p>	
<p><i>Defence and public safety</i> 12 pt, uc, italics, centre</p> <p>R198,7 bn NL 12 pt, bold, centre</p>	} → shade row
<p>Police services R93,8</p> <p>+</p> <p>Defence and state security R54,0</p> <p>+</p> <p>Law courts and prisons R43,8</p> <p>+</p> <p>services</p> <p>Home affairs R7,2 stet</p>	

[40]

QUESTION 4: FINANCIAL STATEMENT

TIME: 25 minutes

MARKS: 40

<p>MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" LINE SPACING: Single (1) (Except where indicated differently)</p>	<p>PAPER: A4 portrait HYPHENATION: No ALIGNMENT: Left FONT: Courier New 10 pt (Except where indicated differently)</p>
<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. Save the document as Q4 and print. 5. Place the PRINTOUT in your EXAMINATION FOLDER. 	

Budget review 18 pt, sp caps, bold

‡

Fiscal policy measures 12 pt, uc, bold

‡

SA raises tax revenue to fund most public spending. When / ^{income} ~~budget~~ is in ^{stet} in full deficit, government borrows to meet / shortfall.

Table 1: Consolidated government fiscal frame work

uc, u/line

NP uc

‡

QUESTION 4 (CONTINUED)

Candidate: Centre column headings

		2016/17 [Revised Estimate	2017/18 [Budget estimates	2018/19	2019/20
R billion	NL				
Revenue		129,3	1414,1	1535,2	1668,5
	<i>italics</i>	→ 29,4%	0,3	0,3	0,3
Expenditure		1445,2	1563,1	1677,1	1814,3
	<i>italics</i>	→ 32,8%	0,3	0,3	0,3
Budget income balance	del	-147,9	-149	-141,9	-145,8
	<i>italics</i>	→ -3,4%	0,0	0,0	0,0
Net loan debt		2006,1	trs 2442,4	2226,3	2670,1
	<i>italics</i>	→ 45,5%	0,5	0,5	0,5
Debt service costs		146,3	162,4	180,7	197,3
	<i>italics</i>	→ 3,3%	0,0	0,0	0,0

‡

Candidate: Align figures right

QUESTION 4 (CONTINUED)

Candidate: Centre column headings

→ Move

Shade rows ←

R billion	NL	2016/17 [Revised Estimate	2017/18 [Budget Estimate
Basic education		226,6	243,0
Economic affairs		201,7	215,0
Defence, public order and safety		190,0	198,7
Human settlements and municipal infrastructure	sp runs on	179,8	195,8
Health		170,9	187,5
Social protection		164,9	180,0
General public services		70,0	70,7
Post-school education and training		69,0	77,5
Agriculture, A development and land reform	A rural	26,0	26,5
Allocated expenditure	bold	bold → 1298,9	1394,8
Debt service costs		146,3	162,4
Contingency reserve		-	6,0
Consolidated expenditure¹	bold	bold → 1445,2	1563,1

‡
1 Consisting of provincial, national, social security funds and selected entities

trs

Table 2: Consolidated government expenditure by function uc

‡ uc, u/line

[40]

QUESTION 5: 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 differently)	PAPER: A4 portrait HYPHENATION: As indicated ALIGNMENT: Left FONT: Arial 8 pt (Except where indicated differently)
<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 the document as Q5 and print. 6. Place the PRINTOUT in your EXAMINATION FOLDER. 	

Department Treasury National trs 16 pt, uc, bold, double u/line, centre
IRSA NP in full, 14 pt, uc, bold, centre

‡
 Candidate: Change the underlined headings on page 18 to bold and double underlined headings to italics.
 Insert bullets as indicated.

QUESTION 5 (CONTINUED)

Minister of Finance
 ↑
 10 pt, uc, bold

Deputy Minister of Finance
 ↑
 NL 10 pt, uc, bold

Director-general
 ↑
 10 pt, uc, bold

- Media Liaison and [Communication NL
- Legal Services
- Legislation
- Internal Audit Function
- Chief Risk Officer
- Strategic Planning, runs on
- Monitoring and Evaluation, runs on

<p><u>Head</u> <u>[Corporate Services]</u> NL ‡ • Human Resources Department del [Management] • Chief [Financial Officer]</p>	<p><u>Head</u> <u>[Asset and Liability Management]</u> ‡ • Liability [Management] • Financial [Operations] • Sectoral [Oversight]</p>	<p><u>Head</u> <u>[Chief Procurement Office]</u> ‡ • SCM Policy, [A and A Norms Standards] • SCM Client [Support sp Contracting]</p>	<p><u>Head</u> <u>[Public Finance]</u> ‡ • Protection [Services] • Economic [Services] • Administrative [Services]</p>	<p><u>Head</u> <u>[Budget Office]</u> ‡ • Expenditure [Planning] • Public [Finance Statistics] • Fiscal Policy</p>
<p><u>Head</u> <u>[Office of / Accountant General]</u> NL ‡ • MFMA [Implementation] • Risk [Management] • Financial [Systems]</p>	<p><u>Head</u> <u>[Tax and Financial Sector Regulations Policy]</u> stet ‡ • Financial [Stability] • Economic [Tax Analysis] • Legal Tax [Design]</p>	<p><u>Head</u> <u>[International and Regional Economic Policy]</u> ‡ • Global and [Emerging Markets] • Country and [Thematic Analysis]</p>	<p><u>Head</u> <u>[Economic Policy]</u> ‡ • Micro-economic [Policy] • Modelling [and Forecasting]</p>	<p><u>Head</u> <u>[Intergovernmental Relations]</u> ‡ • Local [Government Budget Analysis] • Provincial [Budget Analysis]</p>

move

[40]

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

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: Single (Except where indicated differently)	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 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 the document as Q6 and print. 5. Place the PRINTOUT in your EXAMINATION FOLDER. 	

Matambudziko emari uye njodzi

‡

Mari yehupfumi yevanhu inotarisa nekukura kwematambudziko uye njodzi:

‡

Iko kunowedzera kusava nechokwadi pamusoro penzira yekuunganidza mari.

‡

Njodzi dzinosanganisira kusava nechokwadi kwakawanda pamusoro pehuwandu hwehupfumi nemafungiro pamusoro pemitemo yemitero.

‡

Mutemo unoshanduka pasina kukwana kwakakwana kwemigumisiro yemari.

‡

Mirairo yehupfumi hwenyika isina kunyatsogadziridzwa kana kuti isiri yakabhadharwa yakaguma nekukwirira kwekushanda kwekuita.

‡

Kusagadzikana kwezvemari kuri kuvaka munzvimbo dzevanhu, kunyanya mumvura, mitero yemitero uye magetsi.

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

SECTION B

WORD PROCESSING

YOU NEED TO WORK FAST AND ACCURATELY

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

QUESTION 7A: AFRICAN LANGUAGE**TIME: 9 minutes****MARKS: 15**

MARGINS: Left: 2,54 cm/1" Right: 2,54 cm/1" LINE SPACING: Single (1) (Except where indicated differently)	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 the document as Q7A and print. 4. Place the PRINTOUT in your EXAMINATION FOLDER. 	

Kuchinja kwekukura

‡

Zvishoma zvishoma zvakashandurwa muhupfumi hwehupfumi uye mararamiro ehupfumi kuunganidza.

‡

Kuchinja kunofanirwa kune izvi kunoratidzwa muDPP.

Dzinosanganisira:

‡

Kuvandudza dzidzo nekuvandudza unyanzvi, kutanga nedzidzo yepamusoro inobudirira uye nekukura kwevana vaduku.

‡

Kusimbisa kukwikwidzana mitemo kunotarisa nehupfumi uye kutonga.

‡

Kuwedzera huwandu hwemabhizimisi ehurumende kupinda muzvikwata zvinotungamirirwa nemabhizimisi ehurumende.

‡

Kukunda kuparadzaniwa kwepakati pemaguta eSouth Africa kuitira kuti vanhu vawane nyore kuwana mabasa.

(15)

QUESTION 7B: AFRICAN LANGUAGE

TIME: 12 minutes

MARKS: 20

MARGINS: Left: 1,27 cm/0,5" Right: 1,27 cm/0,5" LINE SPACING: Single (1) (Except where indicated differently)	PAPER: A5 landscape HYPHENATION: No ALIGNMENT: Justify FONT: Arial 8 pt (Except where indicated differently)
<ol style="list-style-type: none"> 1. Retrieve the document saved as Q7A. 2. Change the QUESTION NUMBER in the header to QUESTION 7B. 3. Process according to the instructions. 4. Save the document as Q7B and print. 5. Place the PRINTOUT in your EXAMINATION FOLDER. 	

Insert a page border.

Insert a header, *Comic Sans 8 pt, bold, double underlined, left-aligned*

Kuchinja kwekuwedzera kwekuwedzera

Insert a page number, starting with 7, *Comic Sans 8 pt, top, right-aligned*

Insert a footer, *Comic Sans 8 pt, bold, centred*

Nheyo yeMari

Insert, *Rockwell 12 pt, sp caps, bold, italics, centre*

Mukana Wekuchinja

‡

→ Move

‡

Create TWO columns

Column 1

Kuchinja kwekukura *uc, u/line*

‡

{ Zvishoma zvishoma zvakashandurwa muhupfumi hwehupfumi uye mararamiro ehupfumi kuunganidza.

Kuchinja kunofanirwa kune izvi kunoratidzwa muDPP.

Dzinosanganisira:

‡

} → *italics*

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 differently)	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. Save the document as Q8A and print. 3. Place the PRINTOUT in your EXAMINATION FOLDER.	

An opportunity for change

‡

SA can use this turning point in the world economy as an opportunity to strengthen social and economic transformation.

‡

Strong domestic policies, liquid markets and independent institutions are strengths on which to build.

‡

Over the medium term, economic growth is forecast to improve moderately:

‡

The real exchange rate has depreciated

An uptick in commodity prices

The severe drought has eased in several farming regions

‡

Real percentage growth	2019 Forecast
Household consumption	2,3
Exports	5,0
Imports	4,9
Real GPD growth	5,2
Current account balance (% of GDP)	-3,8

(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) (Except where indicated differently)	PAPER: A4 landscape HYPHENATION: No ALIGNMENT: Left FONT: Century Gothic 12 pt (Except where indicated differently)
1. Retrieve the document saved as Q8A. 2. Change the QUESTION NUMBER in the header to QUESTION 8B. 3. Process according to the instructions. 4. Save the document as Q8B and print. 5. Place the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create columns as indicated.

1	2	3
portrait	portrait	portrait
$\frac{1}{3}$	$\frac{1}{3}$	$\frac{1}{3}$

Insert a header in capital letters, Comic Sans 10 pt, bold, double u/lined and left-aligned with the following words: National Treasury

Insert a header in capital letters, Comic Sans 10 pt, bold and right-aligned with the following words: Republic of South Africa

Insert a footer in Comic Sans 10 pt, italics and left-aligned with the following words: Budget Review

Insert a footer in Comic Sans 10 pt, bold and centred with the following words: 2018/2019

Insert a footer in Comic Sans 10 pt and right-aligned with the following words: www.treasury.gov.za

Insert, Berlin Sans FB 24 pt, capital letters, centre, border around text and shade Transformation for inclusive growth

‡

Candidate: Centre content in each column vertically.

QUESTION 8B (CONTINUED)

Column 3

Insert, 12 pt, capital letters, bold, centre and shade text

Macroeconomic outlookⁱⁱ –

Insert endnote 2, Century Gothic 10 pt, with the words: Needs more growth to reduce unemployment, poverty and inequality

Insert, 12 pt, spaced capital letters, bold, centre and shade text

Summary¹

‡

Insert footnote 1, Century Gothic 10 pt, with the words: Source: National Treasury

Candidate: Change the content in the table to 10 pt.

Real percentage growth	2019 Forecast	} uc, bold, centre, shade
Household consumption	2,3	
Exports	5,0	} right-align figures stet
Imports	4,9	
<u>Real GPD growth</u> ← bold →	<u>2,2</u> <u>5,2</u>	
^ Consumer price inflation	5,6	}
‡ Current account balance (% of GDP)	-3,8	

(20)
[35]

QUESTION 9A: 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 8 pt and landscape orientation.
4. Save the document as Q9A and print.
5. Place the PRINTOUT in your EXAMINATION FOLDER.

FIELD NAMES	CLIENT 1	CLIENT 2	CLIENT 3
Initials and surname	MJ Adams	KP Mashego	ZD Nxumalo
Identity number	8903036082086	8601085876081	7709125840081
Address	PO Box 11, PRETORIA 0001	PO Box 22, CRADOCK 5800	PO Box 33, DURBAN 4000
Account no	20-6700-2660	30-6900-2900	40-7110-3550
Capital	R30 220,00	R50 000,50	R100 000,00
Capitalised	R821,60	R1 200,20	R2 400,40
Accrued	R1 508,50	R1 500,80	R3 001,60
Interest	R2 390,10	R2 701,00	R5 402,00
Total interest	R2 390,10	R2 701,00	R5 402,00

(10)

QUESTIONS 9B AND 9C: MAIL MERGE

TIME: 12 minutes

MARKS: 20

MARGINS: Left: 1,27 cm (0,5") Right: 1,27 cm (0,5") LINE SPACING: Single (1) (Except where indicated differently)	PAPER: A4 portrait ALIGNMENT: Left HYPHENATION: No FONT: Comic Sans MS 12 pt (Except where indicated differently)
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. Save the document as Q9B and print. Place the PRINTOUT in your EXAMINATION FOLDER. 4. Merge the documents and save as Q9C. Print the merged documents and place the PRINTOUTS in your EXAMINATION FOLDER.	

*Candidate: All field names must be highlighted and 10 pt.
 Footnote numbers must stay the same at merged documents.*

IT3(b) ^{uc}Income tax certificate 14 pt, bold, centre

≡
Insert, bold, left-align, border 2¼ pt, shade *Insert, right-align*

Issued on: 28 February 2019

≡
Personal information Insert, double u/line, centre

‡
Candidate: Insert table, italics

<i>Initials and surname:</i>	<i>«Initials_and_surname»</i>
<i>Identity number:</i>	<i>«Identity_number»</i>
<i>Address:</i>	<i>«Address»</i>

≡
Interest earned Insert, double u/line, centre
‡

QUESTIONS 9B AND 9C (CONTINUED)

Candidate: Insert content in table in 10 pt. Column headings must be in italics, centred and row shaded.

Right-aligned all figures.

<i>Nature of Investment</i>	<i>Account no</i>	<i>Capital</i>	<i>Interest [capitalised¹</i>	<i>Interest [accrued²</i>	<i>Taxable [interest</i>
Fixed deposit	«Account_no»	«Capital»	«Capitalised»	«Accrued»	«Interest»
<i>Total taxable interest earns this tax year</i> bold					«Total_interest»
<i>Revenue source code</i>				<i>centre, border 1½ pt</i> →	4201

‡
Insert footnote 1, 8 pt, with the words: This is the interest earned from 1/3 to 28/2 and paid into your account less any accrued interest from the previous in full tax year

Insert footnote 2, 8 pt, with the words: The amount of interest earned but not yet paid is as of 28 February

bold Insert
Note: The total taxable interest earned must be shown on your income tax return.

‡
We hereby declare that / above interest rate during the tax year has been credited against you or accrued.

(20)
[30]

TOTAL SECTION B: 100
GRAND TOTAL: 300