

201306H117



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N640(E)(M29)H
JUNE EXAMINATION
NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
(6020286)**

**29 May 2013 (X-Paper)
09:00–12:00**

**INSTRUCTIONS TO CANDIDATES, INVIGILATORS AND THE
QUESTION PAPER**

**HAND TO CANDIDATES 30 MINUTES BEFORE THE
COMMENCEMENT OF THE EXAMINATION.**

This question paper consists of 31 pages.

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

**QUESTION PAPER AND INSTRUCTIONS TO CANDIDATES AND
INVIGILATORS**

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

INSTRUCTIONS TO CANDIDATES

EXAMINATION PAPER	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 ATTEMPTING THE PAPER – INVIGILATORS WILL
EXPLAIN IF NECESSARY!**

SECTION A: TYPING TECHNIQUE

1. **Candidates who are not on time for the TIMED ACCURACY TEST will only be allowed to enter the examination venue AFTER the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1).**
2. **Answer ALL the questions.**
3. **Candidates are allowed to read through QUESTION 1, the TIMED ACCURACY TEST, 3 MINUTES before the commencement of the examination.**
4. **The TIMED ACCURACY TEST (QUESTION 1) must be keyed in at the BEGINNING of the examination.**
5. **After the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1) your test will be collected and signed by the invigilator. It will be retained until the completion of the examination whereafter, in your presence, it will be put into your EXAMINATION COVER.**
6. **Procedure for QUESTION 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.**

SECTION B: WORD PROCESSING

1. **Answer ALL the questions.**
2. **Procedure for QUESTION 1A, 2A and 3A: 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: EXAMINATION PAPER – SECTION A AND SECTION B

1. **NO notes or any nonpermissible materials may be hidden in or transcribed into these articles.**
2. **Use only COURIER NEW 12 except if otherwise indicated in the question paper.**
3. **WORK FAST IN ORDER TO COMPLETE THE EXAMINATION PAPER.**
4. **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.**
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.**
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 COVER with printouts to be marked, in the same order as the questions in the examination paper.**
 - 7.2 **Disk (floppy/stiffy) – properly marked with your EXAMINATION NUMBER. If work is saved on hard drive/network, the invigilator(s) must copy work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Students answers must be kept for at least 6 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 treated in a very 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**

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	32 MINUTES	50
QUESTION 4: FLOW CHART	18 MINUTES	30
QUESTION 5: FINANCIAL STATEMENT	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: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: 1.5 (1½) or 2 SPEED: 50 wpm (minimum requirement)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)
<ol style="list-style-type: none"> 1. The following timed accuracy test 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, the QUESTION NUMBER and your STATION/COMPUTER NUMBER 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. 	

Hiking can be a form of low cost, independent international travel. It includes the use of a backpack or other luggage that is easily carried for long distances or long periods, the use of public transport, inexpensive lodging such as a youth hostel, a longer trip when compared with conventional vacations and an interest in meeting the locals as well as seeing the sights.

It is typically associated with young adults who generally have fewer obligations and thus more time to travel. They also have less money to spend on hotels or private vehicles. It may include wilderness adventures or to travel within settled areas.

Hiking has evolved as travellers from different cultures and regions participated. A newspaper said that hikers are a heterogeneous group with respect to diversity and who attach meanings to their travel experiences. They also display a common commitment to a non-institutionalised form of travel which is part of their self-identification as hikers. Hiking as a lifestyle and as a business has grown considerably as a

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

result of low cost airlines and hostels or budget accommodations in many parts of the world.

While many people have travelled through the history with their possessions on their backs, the concept of modern hiking can be traced, at least partially, to the sixties and seventies. In fact, some hikers today seek to recreate that journey, albeit in a more comfortable manner.

While travel along the old routes is complicated due to unrest in many countries, hiking has expanded to other regions of the world. At present new trails are being planned to other countries.

Technological developments and improvements have also contributed to changes in hiking. Traditionally hikers did not travel with expensive electronic equipment because of concerns about theft, damage and additional luggage weight. The desire to stay connected, coupled with breakthroughs in lightweight electronics, has given rise to a new trend. Not only is there a shift in what hikers carry now, there is also a change in what they use to carry that gear. Hikers are becoming less and less reliant on the physical hiking in its initial form.

Of importance in hiking is a sense of authenticity. Hiking is perceived as more than a vacation and a means of gaining

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

experience. Hikers want to experience the real destination rather than the packaged version that is often associated with tourism, which has led to the assertion that hikers are against tourism./_____ 50 wpm

Hikers are ravelers with criticism dating back many years. For example, the host countries and other ravelers do not always agree with the actions of hikers. The perception of hikers seems to improve as hiking has become more mainstream./_____ 55 wpm

[20]

QUESTION 2: TABULAR STATEMENT	
TIME: 25 MINUTES	MARKS: 40
MARGINS: Equal margins	PAPER: A4 landscape FONT: Courier New 12 (CN12)
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER. 2. Take all proofreading signs into consideration. 3. Insert a TABLE. 4. Proofread, save and print the document as Q2. 5. Put the printout in your cover.	

*High lights of / results uc, u/line ≠
Table A: sp caps*

<i>Key Labour Market Indicators</i>	<i>uc ≠</i>	<i>Runs on</i>
	<i>Oct-Dec [2011]</i>	
<i>Population aged 15-64 years ended del</i>	<i>32670</i>	<i>bold</i>
<i>Labour force</i>	<i>17741</i>	
<i>Employed</i>	<i>13497</i>	
<i>Formal (non-agricultural) sector</i>	<i>9616</i>	
<i>Informal sector (non-agricultural)</i>	<i>2134</i>	
<i>Agriculture</i>	<i>630</i>	
<i>Private households</i>	<i>1118</i>	
<i>Unemployod sp</i>	<i>4244</i>	<i>bold</i>
<i>Non-economically active</i>	<i>14929</i>	
<i>Discouraged work-seekers</i>	<i>2315</i>	
<i>Other (non-economically active)</i>	<i>12614</i>	
<i>Rates (%) stet in full</i>		
<i>Unemployment rate</i>	<i>23.9</i>	<i>bold</i>
<i>Employed/population ratio (absorption)</i>	<i>41.3</i>	
<i>Labour force participation rate</i>	<i>54.3</i>	

Runs on

QUESTION 2: TABULAR STATEMENT (CONTINUED)

Runs on

	<i>Jul-Sep</i> 2012	<i>Oct-Dec</i> 2012	<i>Quarter</i> <i>Change</i>	<i>Year</i> <i>Change</i>	<i>Quarter</i> <i>Change</i>	<i>Year</i> <i>Change</i>
<i>Centre</i>	<i>Thousand</i>				<i>Thousand</i>	
<i>bold</i>	<u>33018</u>	<u>33128</u>	<u>110</u>	<u>458</u>	<u>0.3</u>	<u>1.4</u>
	18313	18078	-235	337	-1.3	1.9
	13645	13577	-68	80	-0.5	0.6
	9663	9611	-52	-5	-0.5	-0.1
	2197	2205	8	71	0.4	3.3
	661	685	24	55	3.6	8.7
	1124	1076	-48	-42	-4.3	-3.8
<i>bold</i>	<u>4667</u>	<u>4501</u>	<u>-166</u>	<u>257</u>	<u>-3.6</u>	<u>6.1</u>
	14705	15050	345	121	2.3	0.8
	2170	2257	87	-58	4.0	-2.5
	12535	12794	259	180	2.1	1.4
<i>bold</i>	<u>25.5</u>	<u>24.9</u>	<u>-0.6</u>	<u>1.0</u>		
	41.3	41.0	-0.3	0.3	<i>move</i>	
	55.5	54.6	-0.9	-0.3		

Runs on

1. Due to rounding, numbers do necessarily not add up *trs*
correctly to totals *italics*

[40]

QUESTION 3: PAMPHLET		MARKS: 50
TIME: 32 MINUTES		
MARGINS: Equal margins LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 landscape HYPHENATION: Yes JUSTIFICATION: As indicated FONT: Courier New 12 (CN12)	
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER. 2. Take all proofreading signs into consideration. 3. Proofread, save and print the document as Q3. 4. Put the printout in your cover. 		

1 Landscape 1/3	2 Portrait 1/3	3 Portrait 1/3
-----------------------	----------------------	----------------------

4 Portrait 1/3	5 Portrait 1/3	6 Portrait 1/3
----------------------	----------------------	----------------------

6 Insert as indicated and centre horizontally and vertically

Sign up for our free newsletter:

‡

Insert your e-mail address:

‡

‡

1 Insert as indicated and centre horizontally and vertically

Hiking guide *sp caps, u/line*

QUESTION 3: PAMPHLET (CONTINUED)

5 Insert as indicated

Ten Essentials uc

‡

1. Hiking boots sp

‡

2. Map and compass

‡

3. Extra water

‡

4. Extra food

‡

5. Rain coat and extra clothing

‡

6. Safety items

‡

7. First-aid kit

‡

8. Knife

‡

9. Sun screen and sun glasses

‡

10. Daypack backpack or trs

QUESTION 3: PAMPHLET (CONTINUED)

3 *Insert as indicated*

Keep Cool: *bold*

#

Summer Hiking *italics*

[Start your hike before sunrise and *NP*

rest in / shade during lunch-time.

[Wear a wide-brimmed hat and use sunscreen. *NP*

#

Keep Warm: *bold*

#

Winter Hiking *italics*

[Hiking will raise your body temperature. *NP*

[Keep extra dry clothes on hand. *NP*

[Wear a warm hat, gloves and wool socks. *NP*

QUESTION 3: PAMPHLET (CONTINUED)

4 *Insert as indicated*

Restore Your Energy *uc, u/line*

‡

Eat twice as much as normal.

~~Kilojoules~~

~~Calories~~ *play an important role in regulating NP* *stet*
body temperature.

[Rest, eat and drink if you start feeling ill. NP

[Recovery can take an hour or longer. NP

‡

When You Arrive At / Camp *uc, u/line*

‡

Choose ^ camp-site. ^ your

[Group sites are reserved for parties of 2 to 11 NP in words
hikers.

QUESTION 3: PAMPHLET (CONTINUED)

2 *Insert as indicated*

Before You Go *uc* *u/line*

‡

Look at / weather forecast and adjust plans accordingly.

[Everyone should feel well and be ready for the hike. NP

[Anyone not feeling well should postpone their hike. NP

‡

Balance Food And Water Intake *uc* *u/line*

‡

Eat plenty of salty foods.

[Drink throughout / entire day. NP del

[Do not wait until you feel thirsty before you drink. NP

‡

Take Care Of Your Body *uc* *u/line*

‡

Use poles to lessen / impact on knees and ankles.

[Wash your hands to prevent illnesses. NP

[50]

QUESTION 4: FLOW CHART	
TIME: 18 MINUTES	
MARKS: 30	
MARGINS: Equal Margins	PAPER: A4 portrait
LINE SPACING: Single (1) (Except where indicated otherwise)	HYPHENATION: Yes
	JUSTIFICATION: As indicated
	FONT: Courier New 12 (CN12) (except flow chart)
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER. 2. Take all proofreading signs into consideration. 3. Key in as indicated. 4. Create a flow chart. 5. Proofread, save and print the document as Q4. 6. Put the printout in your cover. 	

Technical Notes - Details } Response uc, bold, trs
#

Table F: > sp caps, u/line
< Response Rates For / Province uc, u/line

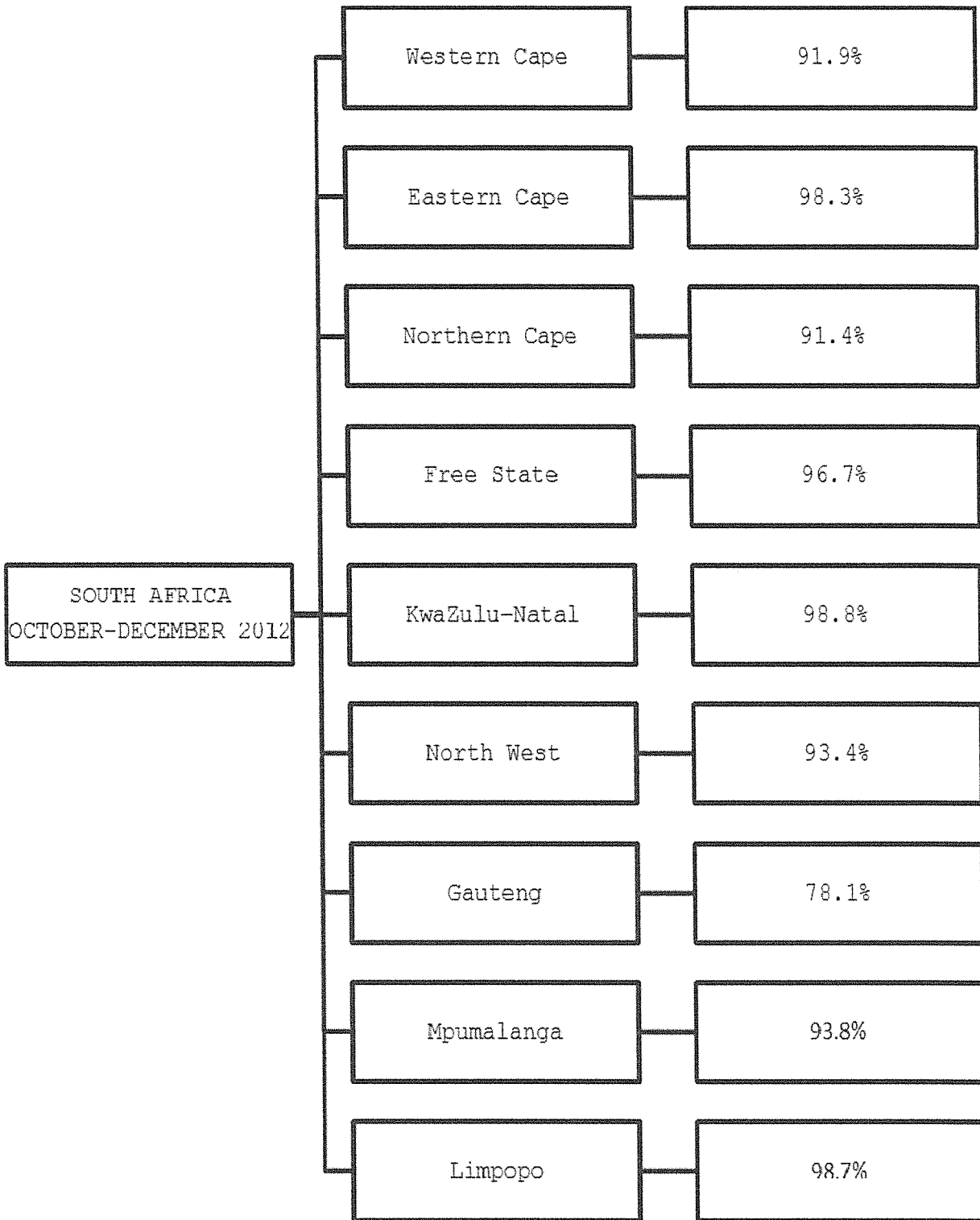
Insert flow chart

Survey Requirements And De sign uc, italics

/ sample size is roughly 30000 dwellings per in words
year. It is designed to be representative at provincial level
and within provinces at metro/non-metro level. del
It is representative at / different gographical types that sp
may exist within / metro. / that
When
If... a household moves out of a dwelling and a NP stet
new household moves in, / new household will be counted for
/ next year.

QUESTION 4: FLOW CHART (CONTINUED)

Insert flow chart where indicated:



[30]

QUESTION 5: FINANCIAL STATEMENT	
TIME: 25 MINUTES	MARKS: 40
MARGINS: Equal margins LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait JUSTIFICATION: Left FONT: Courier New 10 (CN10)
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER. 2. Take all proofreading signs into consideration. 3. Key in as indicated. 4. Proofread, save and print the document as Q5. 5. Put the printout in your cover.	

Consolidated Statement Of / uc, italics

Financial Position uc, italics

for ~~At~~ March 31 2013 stet trs NP †

<i>Notes</i>	<i>31 March</i>	<i>31 March</i>
	<i>2012</i>	<i>2011</i>
	<i>R'm</i>	<i>R'm</i>

Assets sp caps

Non-current assets u/line

Property, plant & equipment in full

Goodwill

Other intangible financial assets del

Investments in associates

Investments and loans

Derivative financial instru ments

Deferred taxation

†

		44342	40871
4	6490	4754	
5	16620	15358	
6	4976	5557	
7	11942	10667	
7	3500	3609	
9	0	55	
37	814	871	

QUESTION 5: FINANCIAL STATEMENT (CONTINUED)

	Notes	31 March 2012 R'm	31 March 2011 R'm
<u>Current Assets</u> u/line		13126	13689
Inventory	10	693	741
Programme / film rights / and	8	1298	1069
Trade receivables	11	2438	2233
Other receivables	12	1871	1882
Related-party receivables sp	13	26	27
Investments and loans	7	3	57
Derivative financial instruments	37	0	352
Cash and cash equivalents	35	6785	6642
		13144	13003
Non-current assets held-for-sale	27	12	686
<u>Total Assets</u> uc		57468	54560
<u>Equity And Liabilities</u> uc			
<u>Capital and reserves attributable to bold</u>			
[/ Group's equity bold		33660	33591
Share capital and premium	14	14467	15074
Other reserves	15	2370	4156
Retained earnings	16	16823	14361
<u>Minority interest</u> bold		1974	1626
<u>Total Equity</u> uc		35634	35217

[40]

QUESTION 6: AFRICAN LANGUAGE	
TIME: 10 MINUTES	MARKS: 20
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: Double (2)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)
<ol style="list-style-type: none">1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER.2. Key in the following text exactly as it is.3. Do not divide the words at the end of a line, but key in the whole word on the next line.4. Proofread, save and print the document as Q6.5. Put the printout in your cover.	

RWALA DIBORELE TSE NANG LE UV

Ho bhlokwas ho reka polirized lenses (tse fkotsang ho benya kappa ntho tse fahlang se ka metsi), e seng tse lefifi.

Etela ngaka ya mahlo kgafetsa

Le ha o bona hantle, etela ngaka ya mahlo kgafetsa.

Sena se tla o thusa ho thibela mathata a maholo, ebile ha ho no hlahloba pono ya hao fella, empa le hore na mahlo a hao a phetse hantle hobane ho fokola ha ona ho bonwa ka ho sheba phapang ponong.

Hopola hore mathata a fumanwang e sa le nako, a ka fodiswa, ipolokele tjhelete yah o hlokomela mahlo kappa o sebedise medical aid ya hao.

[20]

TOTAL SECTION A: 200

SECTION B

WORD PROCESSING

**YOU HAVE TO WORK FAST
AND ACCURATELY**

			TIME	MARKS
QUESTION 1:	MAIL MERGE	A	06 MINUTES	10
		B	12 MINUTES	20
QUESTION 2:	AFRICAN LANGUAGE	A	09 MINUTES	15
		B	12 MINUTES	20
QUESTION 3:	DISPLAY	A	09 MINUTES	15
		B	12 MINUTES	20
		TOTAL	60 MINUTES	100

QUESTION 1A: MAIL MERGE		MARKS: 10
TIME: 6 MINUTES		
1. Create the following fields/field names. 2. Ensure that your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER appear on the printout. 3. Use Arial, Calibri or Courier New font and a font size to fit. Use landscape orientation. 4. Proofread, save and print the document as Q1A. 5. Put the printout in your cover.		

<i>FIELD NAMES</i>	<i>PATIENT 1</i>	<i>PATIENT 2</i>	<i>PATIENT 3</i>
Title	Mr	Ms	Miss
Initials	Z	G	X
Surname	Latief	Maher	Mafuta
Postal	PO Box 223	PO Box 334	PO Box 445
City	CULLINAN	BRONKHORSTSPRUIT	CULLINAN
Code	1000	1020	1000
Cell	0846110885	0825110996	0834110777
E-mail	z.latief@gmail.com	maher.g@hotmail.com	xmafuta@auto.co.za
Account	1000917	1000928	1000939
Previous	6 May 2011	13 May 2011	20 May 2011
Next	10 May 2013	17 May 2013	24 May 2013

(10)

QUESTION 1B: MAIL MERGE	
TIME: 12 MINUTES	MARKS: 20
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 portrait JUSTIFICATION: Left FONT: Courier New 12 (CN12) (Unless otherwise indicated)
<ol style="list-style-type: none"> 1. Create a macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER. 2. Insert the fields/field names as indicated and key in the following text. Process according to the instructions. 3. You may use spell check when proofreading. 4. Proofread, save and print the document as Q1B. Put the printout in your cover. 5. Merge the documents and save as Q1C. Print the merged documents and put the printouts in your cover. 	

Mbongwa Optometrist uc, centre, CN24
(242 Lavender Street, Pretoria, 0002) centre, CN16

#

Tel: 012 345 8765

PO Box 2435

Fax: 012 345 8764

Pretoria uc

E-mail: mbongwa@gmail.com

0001

#

Account: «Account»

#

«Title» «Initials» «Surname»

«Postal»

«City»

«Code»

#

Dear «Title» «Surname»

#

Appointment - Mbongwa Optometrist uc, CN20

#

QUESTION 1B: MAIL MERGE (CONTINUED)

Please take note that your last appointment was on «Previous» and your next appointment is on «Next».

‡

Please verify your appointment telephonically two weeks before the time.

‡

We are looking forward to see you soon.

‡

Regards

‡

‡

JB Mbongwa *uc*
Optometrist *uc, bold, CN16*

(20)
[30]

QUESTION 2A: AFRICAN LANGUAGE	
TIME: 9 MINUTES	MARKS: 15
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: 1.5 (1½)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)
<ol style="list-style-type: none">1. Retrieve the macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER and change the QUESTION NUMBER to Question 2A.2. Key in the following text exactly as it is.3. Proofread, save and print the document as Q2A.4. Put the printout in your cover.	

OKUPHAKATHI

May 2013

UMHLABA WAKHO

10 Uvo lwakho:

19 Eze TV:

OSAZIWAYO BAKHO

12 Amazwibela:

14 Osaziwayo baphesheya:

16 Ziyaduma:

18 Sixoxa nezihlabani:

22 Ilokishi lami:

24 Udaba oluphambili:

30 Sisekhaya:

34 Izinto zami engizithandayo:

QUESTION 2A: AFRICAN LANGUAGE (CONTINUED)

ISITAYELA SAKHO

36 Exefeshini:

43 Gqokela umzimba wakho:

48 Umkhangisi:

50 Ubuhle bakho:

55 I-Make-up emphambili:

UMNDENI WAKHO

58 Okusha:

66 Ingane yakho:

68 Okwabazali abahle:

80 Impilo yakho:

UMHLAHLANDLELA

74 Masikhulume:

76 Siyakhana:

78 Phila ngethemba:

(15)

QUESTION 2B: AFRICAN LANGUAGE	
TIME: 12 MINUTES	MARKS: 20
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A5 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 10 (CN10) (Unless otherwise indicated)
1. Retrieve the document saved as Q2A. 2. Change the question number to QUESTION 2B. 3. Process according to the instructions. 4. Proofread, save and print the document as Q2B. 5. Put the printout in your cover.	

Number the pages, bottom, left, as page 2 and 3

Insert on page 3:

ITHIMBA *Insert, CN24, centre horizontally*

‡

May 2013 *Copy from Question 2A, CN20, centre horizontally*

‡

Insert Column 1:

Umhleli: *u/line*

N Maseko

‡

Umqondiisi Wezobuciko: *u/line*

Z Latief

‡

Umqophi: *u/line*

G Maher

‡

UMhleli Omkhulu Ohluzayo: *u/line*

N Metz

‡

Intatheli ezimele: *u/line*

A Ndlangisa

‡

Insert Column 2:

Sesotho: *u/line*

M Letsohla (umhleli)

N Maqelepo-Zingeni

‡

Xhosa: *u/line*

N Mafuta (umhleli)

N Mzimba

‡

Zulu: *u/line*

M Dlamini (umhleli)

QUESTION 2B: AFRICAN LANGUAGE (CONTINUED)

Insert on page 2:

ZULU May 2013 *Insert as a header, CN16*

Process Question 2A:

OKUPHAKATHI *CN24, centre horizontally*

‡

May 2013 *Copy from Question 2A, CN20, centre horizontally*

‡

Question 2A, Column 1:

Insert, Column 2:

UMHLABA WAKHO

10 Uvo lwakho:

19 Eze TV:

‡

OSAZIWAYO BAKHO

12 Amazwibela:

14 Osaziwayo baphesheya:

16 Ziyaduma:

18 Sixoxa nezihlabani:

22 Ilokishi lami:

24 Udaba oluphambili:

30 Sisekhaya:

34 Izinto zami engizithandayo:

‡

ISITAYELA SAKHO

36 Exefeshini:

43 Gqokela umzimba wakho:

48 Umkhangisi:

50 Ubuhle bakho:

55 I-Make-up emphambili:

‡

UMNDENI WAKHO

58 Okusha:

66 Ingane yakho:

68 Okwabazali abahle:

80 Impilo yakho:

‡

UMHLAHLANDLELELA

74 Masikhulume:

76 Siyakhana:

78 Phila ngethemba:

IZINDABA ZAKHO

70 Ezomndeni:

74 Impilo enhle:

82 Impilo yoqobo:

83 Isevisi embi:

‡

UKUDLA KWAKHO

88 Okumnandi:

96 Isifundo sokupheka:

98 Sipheka nesihlabani:

‡

OKWABESILISA

120 Zenze ube muhle:

121 Okuphambili:

122 Zinakekele:

124 Ezezimoto:

126 Ezisematheni:

(20)
[30]

QUESTION 3A: DISPLAY	
TIME: 9 MINUTES	MARKS: 15
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: Double (2)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)
<ol style="list-style-type: none">1. Retrieve the macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER and change the question number to Question 3A.2. Proofread, save and print the document as Q3A.3. You may use spell check when proofreading.4. Put the printout in your cover.	

MYTH: Reading in dim or bad light will damage your vision.

FACT: Although reading in dim light can cause eye fatigue (our eyes become heavy and tired), it does not permanently damage your vision. If you do experience eye fatigue, simply stop doing whatever it was that caused it and it will go away.

MYTH: You must eat carrots to see better.

FACT: Carrots contain vitamin A which helps to protect the surface of the eye or cornea, but any balanced diet contains enough of this vitamin to keep your eyes working.

(15)

QUESTION 3B: DISPLAY	
TIME: 12 MINUTES	MARKS: 20
MARGINS:	PAPER: A5 landscape
LEFT: 1.25 cm (0.5")	HYPHENTATION: Yes
RIGHT: 1.25 cm (0.5")	JUSTIFICATION: Full
LINE SPACING: Single (1) (Unless otherwise indicated)	FONT: Courier New 10 (CN10) (Unless otherwise indicated)
<ol style="list-style-type: none"> 1. Retrieve the document saved as QUESTION 3A. 2. Change the question number to QUESTION 3B. 3. Process according to the instructions. 4. Proofread, save and print the document as Q3B. 5. Put the printout in your cover. 	

Insert:

Insert a header, centred, in CN12 with the words: Myths and Facts

Insert endnote 1 with the words:

Visit an optometrist regularly

STEPS TO BETTER EYE CARE¹ *CN24, uc, u/line*

≠

Many of us do not have perfect vision *CN20, italics*

≠

Insert footnote 1 with the words:

Separate the myths from the facts

Learn the truth about eye care¹: *CN16, bold*

≠

MYTH: Sitting close to the television can harm your *italics* eyes.

≠

FACT: Unless you own a very old television, your eyes *bold* are at no risk from radiation produced by a television screen.

Insert a page break

Number the pages at the bottom, right, as page 1 and 2

QUESTION 3B: DISPLAY (CONTINUED)

Process Question 3A:

MYTH: Reading in dim or bad light will damage your *italics* vision.

‡

FACT: Although reading in dim light can cause eye *bold* fatigue (our eyes become heavy and tired), it does not permanently damage your vision. If you do experience eye fatigue, simply stop doing whatever it was that caused it and it will go away.

‡

Insert footnote 2 with the words:

Wear UV protective sunglasses

MYTH: You must eat carrots to see better². *italics*

‡

FACT: Carrots contain vitamin A which helps to protect *bold* the surface of the eye or cornea, but any balanced diet contains enough of this vitamin to keep your eyes working.

‡ *Insert:*

MYTH: Working at a computer damages your eyes. *italics*

‡

FACT: Most of the eye discomfort you feel after working *bold* at a computer is because you blink less, causing your eyes to become dry. Take a regular break.

(20)

[35]

TOTAL SECTION B: 100
GRAND TOTAL: 300