higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

BSN650(E)(N20)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

20 November 2014 (X-Paper)
09:00–12:00

This question paper consists of 29 pages.

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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

INSTRUCTIONS TO CANDIDATES

QUESTION PAPER	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!

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TYPING TECHNIQUE – SECTION A

1. Candidates who are not ready and 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. Candidates are allowed to read through QUESTION 1, the TIMED ACCURACY TEST, 3 MINUTES before the commencement of the EXAMINATION.

3. The TIMED ACCURACY TEST (QUESTION 1) must be keyed in at the BEGINNING of the EXAMINATION.

4. 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 SESSION whereafter in your presence it will be put in your EXAMINATION FOLDER.

5. Answer ALL the questions. 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.

WORD PROCESSING – SECTION B

1. Answer all the questions. Procedure for QUESTIONS 1A, 2A AND 3A: Key in, save and print.

2. 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.

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

4. If a LETTERHEAD is provided and the printer(s) cannot accommodate the letterhead, you may use A4 paper. Hand in the printout on A4 paper, together with the LETTERHEAD so that the positioning of the text on the paper in accordance with the data on the letterhead can be determined.

GENERAL: EXAMINATION PAPER – SECTION A AND SECTION B

1. You may use a computer ruler, dictionary, ASCII-codes and the template.

2. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.

3. Use only COURIER NEW 12 except if otherwise indicated in the QUESTION PAPER.

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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 Save your work on a disk (floppy/stiffy) 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 hard drive/network. Students' 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

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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:	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

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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") LINE SPACING: 1.5 (1½) or 2 SPEED: 50 wpm (minimum requirement)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)

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, 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. ALL pages need to be signed.

The importance of sport in the life of a young student is invaluable and goes much further than the basic answer that 'it keeps children off the streets'. It does in fact keep children off the streets, but it also instils lessons that are essential in the life of a student athlete.

Sport plays a pivotal role in the make-up of a young athlete, especially in the high school years when student athletes are much more mature and mentally developed. Where else can a young, impressionable youth learn values like discipline, responsibility, self-confidence, sacrifice and accountability?

Television, which may be the most influential tool in the lives of young adults, does not show enough of these qualities, nor is it on the Internet or the radio. It is the responsibility of parents, teachers, sport teams, clubs and after-school programmes to help

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

develop and instil these qualities in the lives of student athletes. I believe school sport programmes must have a few components in place for this to happen.

The first thing they need is a good team of coaches who understand the big responsibility that is placed upon their shoulders. They help shape and prepare these student athletes not only for sport, but for their everyday lives. Yes, I did say coaches, because it is a responsibility that lies on the shoulders of more than one person. The help of more than one person is necessary to lead these student athletes to success.

The second component also involves the coaches: It is the ability to capture the admiration and the trust of the athletes. This is crucial because if you can capture a person's admiration and trust you can motivate them to perform at a higher level not only in sport, but also in their own lives. If you can get the athletes to believe in you and your philosophies, you can begin to see significant changes in grades and behaviour. It all starts with coaches who have a plan and methodology behind the principles they are teaching. As I said earlier, there is a big responsibility on the coaches to help young student athletes make a smooth transition into society.

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QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

The third, and I believe the most crucial of all, is the support that comes from the community and administration. This is very important, because student athletes need to know they are appreciated and there is no better way for the community and administrators to show that appreciation than to get involved in youth athletics. To accomplish this is going to take /valuable 50 wpm investments in the form of money and time. The more invested, the better the results. I can attest that there is no greater investment than the future of our young student athletes. When these things are in place, I believe student athletes/ 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 FONT: Courier New 8 (CN8)

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 FOLDER.

Department / Education and Sport = / of uc, bold

Support Services sp caps, bold

=

performance Reconciling targets: = ← trs, u/line, runs on

Recognised support ~~and~~ sport and recreation bodies monitor del

& report on / performance. in full / their

=

runs on

SPORT SUPPORT # ← runs on SERVISES sp [Subprogramme ital ↓ bold, centre →	Adjusted [appro-priation ↓	Average [growth rate [(%) ↓	Expen-diture/ [Total: [Average [(%)
	2012/13	2009/10-2012/13	
Programme Management: ← runs on			
Sport Support Services	2425	20.8%	1.5%
[Sport & Recreation # ← in full, runs on			
Service Providers	121911	23.8%	64.0%
[Club Development and # ← runs on			
Support	5425	-24.7%	3.9%
[Scientific Support trs	4405	-37.8%	4.7%
[Education and Training	55630	28.8%	26.0%
Total ← bold →	189796	15.7%	100.0%

=

runs on

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QUESTION 2: TABULAR STATEMENT (CONTINUED)

runs on

Medium-term expenditure [estimate bold, centre ↓ move columns ↓			Average [growth [rate [(%) ↓	Expen- [diture/ [Total: [Average [(%)
2013/14	2015/16	2014/15	2012/13-2015/16	
3435	3545	2911	13.5%	1.4%
141795	159402	151073	9.3%	65.8%
6196	7028	7488	9.0%	3.0%
4705	4055	4880	-2.7%	2.1%
58456	65203	62356	5.4%	27.7%
bold 214587	239233	228708	8.0%	100.0%

runs on

~~2012~~

In ~~2013~~ tennis was earmarked to benefit from additional support stet
with / revival of / soweto tennis open being a prioritised event in uc
April 2013.

Align against the left-hand margin

[40]

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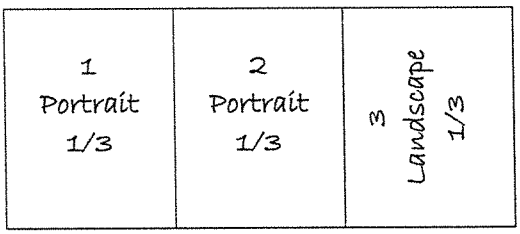
QUESTION 3: PAMPHLET

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 otherwise)**	**PAPER: A4 landscape** **HYPHENATION: Yes** **JUSTIFICATION: As indicated** **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. Proofread, save and print the document as Q3. 4. Put the printout in your FOLDER.	



3 insert as indicated

Highlands Academy sp caps, bold

Education in / Fitness Industry uc, italics

#

Contact nos: 087 700 7007/084 222 2002 in full

Enquiries: e-mail: info@ha.co.za trs

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QUESTION 3: PAMPHLET (CONTINUED)

1 insert as indicated

trs HIGHLANDS ACADEMY u/line, centre
#
Careers in Sport ~~Education~~ uc, bold, centre, del
~~#SPORT~~
~~EDUCATION~~ in / Fitness Industry stet, uc, italics, centre

#
fitness and Health avareness get quite ~~now~~ # ← trs, sp, del, runs on
a lot of consideration these days. Gyms and Health clubs in full, lc
have become valuable tools ⟨ fighting / stress. ⟨ in
#
Gymnasiums, many hotels and corporate companies
have their own fitness training centres. Job opportunities NP
in this field are therefore not scarce ⟨-⟨ and are growing. ⟨ #

#
Highlands Academy offers / following programmes/courses: uc
#
- Gymnasium Instructor
  ~~Full-time~~
  (~~Part-time~~) stet
#
- Sport Management
  ~~Part-time~~
  (~~Full-time~~) stet

move

#
- Fitness Instructor
  (Part-time)

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QUESTION 3: PAMPHLET (CONTINUED)

2 insert as indicated

Sport Management uc, bold
#
Qualification uc
Advanced Diploma (~~3 years~~) stet
NQF-~~7~~ (360 credits)
#
should who enroll for this programme? uc, trs
#
move
#
Admission requirements uc
#
National Senior Certificate (Grade 12) or equivalent qulification sp

Individuals who
#
insert bullets
wish to pursue a career in / sport & recreation industry; in full
~~love~~
would ~~like~~ to help other people lead a healthy life style; stet
#
wish to start their own sport and/or fitness club.

[40]

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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 landscape** **JUSTIFICATION: Left** **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. Key in as indicated.** **4. Proofread, save and print the document as Q4.** **5. Put the printout in your FOLDER.**	

move

‡

Annual Financial Statements sp caps, bold

[Notes to / Annual Financial Statements italics

[for / year ended 31/03/2014 in full

‡

Sport Sector, Education and Training Authority uc, u/line

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QUESTION 4: FINANCIAL STATEMENT (CONTINUED)

move columns

		2014 Budget	2014 Actual [R'000]	2013 Actual [R'000]	2013 Budget	Variance %
Total Revenue	← bold →	337485	232031	211207	212182	
# ~~income~~						
Admin levy ~~expenses~~ (10%)	in full, stet	28287	29585	26052	25025	-0.14%
Mandatory / levy income (50%)	/ grant	138680	138482	123548	122725	4.62%
Penalties & interest	in full, trs	58755	54611	48102	48998	-7.05%
Discretionary grant #	runs on					
levy income (20%)		1594	2187	2484	1424	37.23%
Donor funding in come		-	1721	7567	10228	-
Investment income	trs	5444	4236	3454	3782	28.2%
Surplus Vunds ~~for~~ 2013/2012	sp, del	105942	-	-	-	-
Other income	uc	-	-	-	-	-
Total Expenses	← bold →	(337278)	(229963)	(212182)	(166622)	
(incomplete)						

/ budget is approved ~~an~~ on accrual basis by nature classification. trs

[40]

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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 otherwise)**	**PAPER: A4 portrait** **HYPHENATION: Yes** **JUSTIFICATION: As indicated** **FONT: Courier New 12 (CN12)** **(Except flow chart)**
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 Q5.** **6. Put the printout in your FOLDER.**	

* insert here

#

Segments & Sectors sp caps, bold, in full

Iof / ISport & Recreation Industry uc, italics, in full } centre

#

** insert flow chart here

#

A career in sport represents many opportunities, but professionalism at all levels is required if / South African sport industry wants to be a world player.

~~on playing fields.~~ del

#

1 As offered to / consumer / a particiapant product /as sp

~~tool~~

3 Those products offered as ~~tools~~ to promote / sport product stet

2 Those products to needed produce / quality of # trs

move

sport activities runs on

* insert where indicated Sport as a Career uc, u/line, centre

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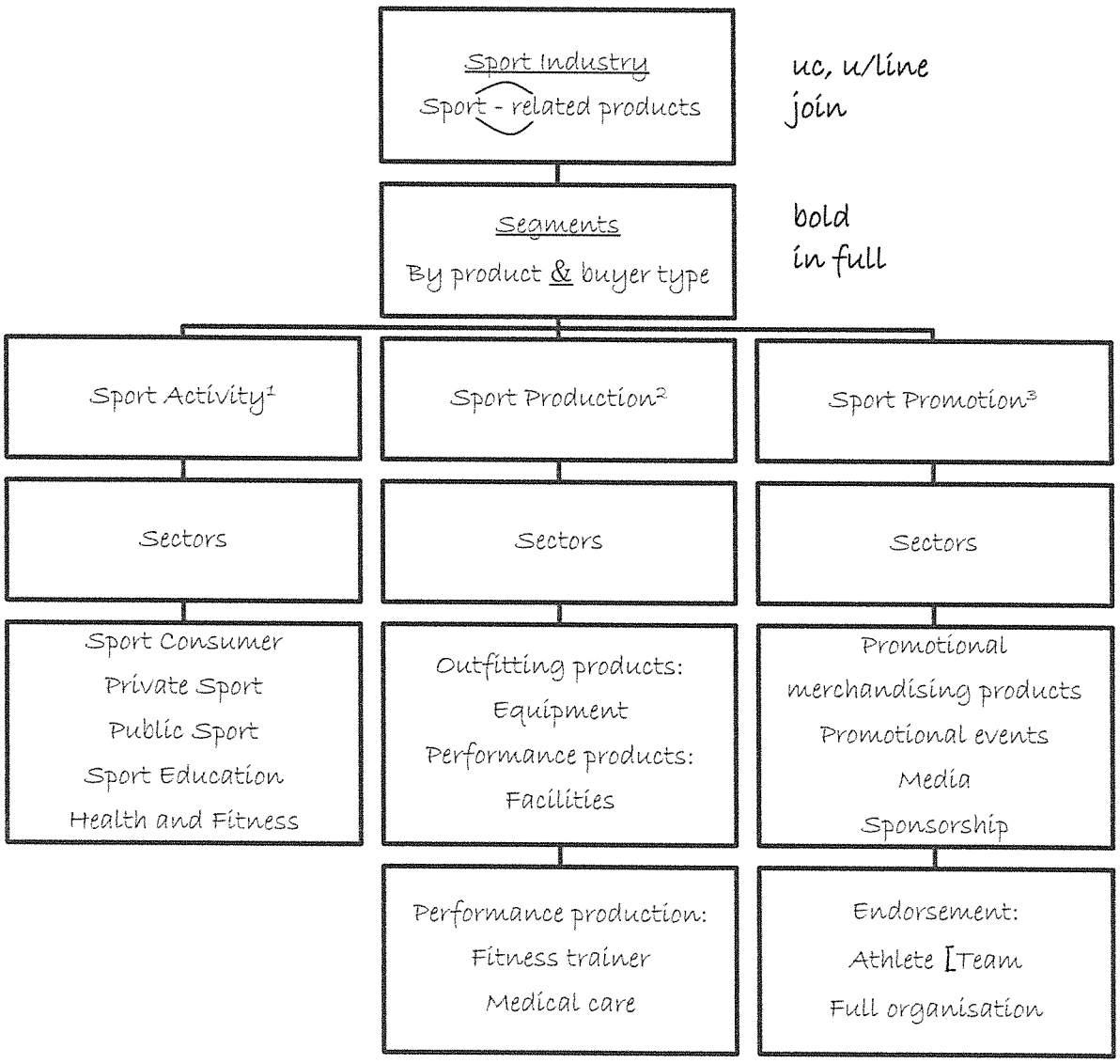
QUESTION 5: FLOW CHART (CONTINUED)

** insert the flow chart where indicated



[40]

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QUESTION 6: AFRICAN LANGUAGE

TIME: 10 minutes **MARKS: 20**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: Double (2)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)

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 FOLDER.

U Cindy Flick, oneziqu zokuqeqesha futhi usebenza ngokuvocavoca abesimame abakhulelwe nabasanda kubeletha uthi okubalulekile uma ufuna ukubuyisa isisu sakho emva kokubeletha ukulandela uhlelo lokuzivocavoca nokuqaphelisisa okudlayo.

Ngaphambi kokuqala ukuzivocavoca qinisekisa ukuthi umzimba wakho ukulungele. Khuluma nodokotela wakho lapho uyohlola khona emva kwamasonto ayisithupha ubelethile. Kungadingeka ulinde kancane uma ubelethe ngokuhlinzwa. Luningi ushintsho olwenzekanyo uma ukhulelwe ngakhoke ungajahi ngoba ungazibeka engcupheni yokuzilimaza.

[20]

TOTAL SECTION A: 200

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WORD PROCESSING

SECTION B

YOU HAVE TO WORK FAST AND ACCURATELY

			TIME	MARKS
QUESTION 1:	MAIL MERGE	A	6 minutes	10
		B	12 minutes	20
QUESTION 2:	DISPLAY	A	9 minutes	15
		B	12 minutes	20
QUESTION 3:	AFRICAN LANGUAGE	A	9 minutes	15
		B	12 minutes	20
		TOTAL	60 minutes	100

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QUESTION 1A: 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 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 FOLDER.

FIELD NAMES	STUDENT1	STUDENT2
NAME	Hannah	Nikita
SURNAME	Kirsten	Modisakeng
MODULE1	Anatomy	Physiology
MODULE2	Principles of Exercise	Fitness and Health
COURSE	Pilates	Sport Massage
DATE1	8 March 2014	21 June 2014
DATE2	6 September 2014	15 November 2014
TIME	08:30	09:30
REGISTRATION1	7 February 2014	23 May 2014
REGISTRATION2	8 August 2014	10 October 2014
ASSISTANT	Mandy	Ngobile

(10)

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QUESTION 1B AND 1C: 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** **JUSTIFICATION: Left** **HYPHENATION: No** **FONT: Courier New 12 (CN12)** **(Unless otherwise indicated)**

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 text below. 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 FOLDER.**
5. **Merge the documents and save as Q1C. Print the merged documents and put the printouts in your FOLDER.**

Institute of Health and Fitness Education CN20, uc, centre, bold

=

Tel: 012 807 3333
Fax: 012 807 2344
Website: www.ihf.co.za

38 Hill Village
Hill Boulevard
Menlyn uc
0014

=

Insert today's date in full

=

Dear «NAME» «SURNAME»

=

Compulsory Units CN16, uc, u/line

=

Thank you for your enquiry. The compulsory unit consists of two theoretical modules: «MODULE1» and «MODULE2».

=

It is essential that you pass the compulsory unit before you can register for the course «COURSE».

=

Below are the examination dates:

=

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QUESTION 1B: MAIL MERGE (CONTINUED)

OPTION 1	DATE	TIME	REGISTRATION
Compulsory Unit	«DATE1»	«TIME»	«REGISTRATION1»
OPTION 2	DATE	TIME	REGISTRATION
Compulsory Unit	«DATE2»	«TIME»	«REGISTRATION2»

For further enquiries, contact «ASSISTANT» at 082 454 0258.

Yours faithfully

Racqual Myburgh CN14, uc, italics

Course Manager CN16, uc, bold

(20)
[30]

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QUESTION 2A: DISPLAY

TIME: 9 minutes **MARKS: 15**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: Double (2)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)

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. You may use spell check when proofreading.
3. Proofread, save and print the document as Q2A.
4. Put the printout in your FOLDER.

The Health and Fitness Industry is one of the fastest growing industries internationally

It is important that you study at an institution that is accredited

Institute of Health and Fitness Education Programmes

Personal Trainer with Sport Conditioning and Coaching Science

Exercise Specialist with Sport Conditioning

Personal Trainer

Compulsory units to be done in conjunction with one of the three recommended options. This includes the following:

Gymnasium-based Exercise

Exercise to Music

Compulsory units

(15)

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QUESTION 2B: 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: A5 portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Courier New 12 (CN12)** **(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 FOLDER.**	

Insert a page border

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

Change to a header, centred, CN10, italics:

The Health and Fitness Industry is one of the fastest growing industries internationally

Change to a footer, CN 10, centred:

It is important that you study at an institution that is accredited

Change to uc, bold, centre:

Institute of Health and Fitness Education Programmes[i]

Insert an endnote with the words: Enquiries: info@ihf.co.za

≠

Insert as indicated:

Diploma in Exercise Science bold, u/line

Part 1 bold

Duration italics

1 year to complete the course (6 months lectures; 6 months to complete the requirements)

Personal Trainer with Sport Conditioning and Coaching Science

≠

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QUESTION 2B: DISPLAY (CONTINUED)

Insert as indicated:

Diploma in Exercise Science bold, u/line

Part 2 bold

Duration italics

1 year to complete the course (6 months lectures; 6 months to complete the requirements)

Exercise Specialist with Sport Conditioning

╪

Insert as indicated:

Certificate: Fitness bold

Personal Trainer

Insert a page break

Insert as indicated:

Insert footnote 1 with the words: Certificate in Fitness

CYQ: Level 2[1] bold, u/line

Duration italics

Recommended 3-6 months

Compulsory units to be done in conjunction with one of the three recommended options. This includes the following:

╪

Insert bullets as indicated

- Gymnasium-based Exercise
- Exercise to Music
- Water-based Exercise insert

╪

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QUESTION 2B: DISPLAY (CONTINUED)

Insert as indicated and centre horizontally and vertically:

COMPULSORY	OPTIONAL
Anatomy and Physiology in a fitness environment	Option 1 Gymnasium-Based Exercise
Principles of Exercise, Fitness and Health	Option 2 Exercise to Music
Know how to support clients who take part in physical activities	Option 3 Water-based Exercise

Insert footnote 2 with the words: Personal Training

CYQ: Level 3[2] bold, u/line

Insert bullet as indicated

- Gymnasium-based Exercise insert

~~Compulsory units~~ del

(20)
[35]

QUESTION 3A: AFRICAN LANGUAGE

TIME: 9 minutes **MARKS: 15**

MARGINS: **LEFT: 2.54 cm (1")** **RIGHT: 2.54 cm (1")** **LINE SPACING: Double (2)**	**PAPER: A4 portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Courier New 12 (CN12)**
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. Key in the text below exactly as it is.** **3. Proofread, save and print the document as Q3A.** **4. Put the printout in your FOLDER.**	

Siphendula imibuzo yakho ngokuba nesisu esincane emva kokubeletha.

Buza umsizi wezempilo ngohlelo lokuvocavoca amamasela angakucebisa ngalo emva kokubeletha.

Isinyathelo sokuqala ukwenza i-cardio: ukuhamba, ukugijima nokwenza inqathu. Lokhu kwenza inhliziyo ishaye ngamandla, kushe ama-calories namafutha.

Asikho isidingo sokudayetha, kodwa kumele ulandele uhlelo lokudla okunempilo. Gwema ukumo ngokuphuza amanzi.

Zama lezi zinhlobo zokuzivocavoca ukuze wehlise isisu futhi uqininise amamasela

(15)

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QUESTION 3B: 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 landscape** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Courier New 10 (CN10)** **(Unless otherwise indicated)**
1. Retrieve the document saved as Q3A. **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 FOLDER.**	

Insert a page border

Insert a header, CN12, centre:
UMZIMBA WAKHO

Insert as a main heading, CN14, uc, bold, italics, centre:
Iba Ilamba – Lidlile Futhi
≠
Siphendula imibuzo yakho ngokuba nesisu esincane emva kokubeletha[i]. } *italics*

Insert an endnote with the words:
Cindy Flick, oneziqu zokuqeqesha futhi
≠
Buza umsizi wezempilo ngohlelo lokuvocavoca amamasela angakucebisa ngalo emva kokubeletha.
≠
Create 5 columns and insert as indicated:

1	2	3	4	5

Insert in column 1 and underline: Isinyathelo Sokuqala
≠
Move to column 1:
Isinyathelo sokuqala ukwenza i-cardio: ukuhamba, ukugijima nokwenza ingathu. Lokhu kwenza inhliziyo ishaye ngamandla, kushe ama-calories namafutha.

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QUESTION 3B: AFRICAN LANGUAGE (CONTINUED)

Insert in column 2 and underline: Uhlelo Lokudla

≠

Move to column 2:

Asikho isidingo sokudayetha, kodwa kumele ulandele uhlelo lokudla okunempilo. ~~Gwema ukumo ngokuphuza amanzi.~~ *del*

Insert in column 3 and underline: Ukuzivocavoca

≠

Move to column 3 and insert as indicated

Zama lezi zinhlobo zokuzivocavoca ukuze wehlise isisu futhi uqininise amamasela esiswini: AmaCrunch exercises Ama-Scissor Kicks Pelvic Tilts[1].

Insert a footnote with the words: Ngena ku-www.bona.co.za ukubona ukuthi kwenziwa kanjani

Insert in column 4 and underline:

Ngizosibuyisa Kanjani Isisu Sami?

≠

Ukubekezela kubalulekile.

Insert in column 5 and underline:

Akube lula Ukuzivocavoca

≠

Ukuthola lukhulu ohlelweni lwakho lokuzivocavoca emva kokubeletha, kuhlelele isikhathi sansuku zonke ugxile kuso.

Insert a page number 4 in Roman numerals (capital letters) at the bottom, right

(20)
[35]

TOTAL SECTION B: 100

GRAND TOTAL: 300

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