

**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**(GS)N690(E)(N11)H
NOVEMBER EXAMINATION
NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
(6020286)
11 November 2016 (X-Paper)
09:00–12:00**

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**

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 timed accuracy 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.
5. 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 can be determined in accordance with the data on the letterhead.

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.

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 disk (floppy/stiffy) 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. 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.**

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: FLOW CHART	25 minutes	40
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: 2.54 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)
<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, 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. 	

Water is life. For millions of years life on earth has been dependent on water for survival. When Neil Armstrong landed on the moon in 1969 he described the planet Earth as 'a shining blue pearl spinning in space'. The blue colour is in fact the amount of water that is present on the surface. About 70% of the earth's surface is covered with water, but of this approximately 97% is salt water with the remaining 3% being fresh water. Of this 3% less than 1% is available for life on earth, whilst the rest is in the form of ice at the poles. But where does water come from?

The water that we have on earth is very old. The water that we are using now was used by the dinosaurs millions of years ago. This is because the earth recycles its water, that is it re-uses its water. This recycling of water is called the water cycle. Water exists on earth as water droplets and is found in oceans, rivers, lakes, dams, swimming pools, the soil, et cetera.

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

Heat from the sun causes some of these water droplets to change from a liquid to a gas called water vapour. This is called evaporation. The water vapour then rises into the atmosphere. As the water vapour rises, it cools down and changes from a gas to a liquid and thus back into water droplets. This is called condensation.

When these water droplets are in the atmosphere they join together and form clouds. When these droplets get too heavy to stay in the atmosphere they fall to the earth as rain, snow and hail. This is called precipitation. Some of these water droplets fall into oceans, some into rivers and streams, some into lakes and dams. Some fall onto the land where they either seep into the ground or run off the surface into rivers, lakes, dams or the ocean. Water knows no boundaries and as it flows over the earth's surface it is used by plants, animals and humans in order to survive. These water droplets can then be reheated by the sun and the whole cycle repeats itself.

The amount of water on earth is constant and cannot be increased or decreased, but it is unevenly distributed across the earth. South Africa receives an annual rainfall of 492 millimetres whereas the rest of the earth receives 985 millimetres. This is nearly half the earth's average. Thus South Africa is classified as a water-stressed country.

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

There is also uneven distribution of rainfall across South Africa.

The eastern half of the country is much wetter than the western half

due to the nature of the weather conditions. South Africa also **50 wpm**

experiences alternating periods of droughts and floods which affects

the amount of water across the country. In addition, hot dry

conditions result in a high evaporation rate. Scientists

predict **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)
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header. 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 EXAMINATION FOLDER. 	

Move

≠

runs on

Province <i>sp caps, bold</i>	MICROBIOLOGICAL <i>bold</i>		
 centre →	2014 Blue Drop System <i>del</i> [Determined list [(Limits)		Monitoring [compliance
	Oct 15	Annual	
	%	%	%
Eastern Cape	96.3 →	95.9 →	54.9 →
Free State	97.4	95.8	49.0
Gauteng	99.5	99.7	68.7
Kwazulu-Natal <i>uc</i>	93.8	95.0	67.3
Limpopo	99.2	98.7	45.3
Mpumalanga	96.4	94.5	36.4
North-West	99.6	98.3	11.9
Northern Cape	97.7	94.0	34.0
Western Cape	98.3	98.7	69.9
Bulk Suppliers	91.1	95.5	63.2
National <i>uc, bold</i>	97.7	96.0	51.8

runs on

Treated and water distributed *uc, u/line, trs* ←

Water and Sanitation *sp caps, italics* ←

Blue / System - National View - October 2015 / Drop *uc, bold* } centre d/s

Move

QUESTION 2: TABULAR STATEMENT (CONTINUED)

runs on

<u>CHEMICAL</u> sp		PHYSICAL & <u>in full runs on</u> <u>ORGANO LEPTIC</u>				WORKING OPERATIONAL stet				
2014 Blue Drop [Determined list [(Limits)]		Monitoring [compliance]		2014 Blue Drop [Determined list [(Limits)]		Monitoring [compliance]		2014 Blue Drop [Determined list [(Limits)]		Monitoring [compliance]
Oct 15	Annual			Oct 15	Annual	Oct 15	Annual			
%	%	%	%	%	%	%	%	%	%	
99.7	98.2	28.7	98.8	98.4	54.4	87.2	84.6	51.9		
>99.9	94.8	12.9	99.7	98.3	16.8	79.1	83.1	36.1		
97.7	98.7	71.7	97.7	99.5	72.4	90.5	90.4	71.1		
98.8	98.4	42.3	96.8	97.6	51.5	87.0	85.9	54.2		
99.6	99.5	19.1	99.7	99.5	29.4	83.4	84.6	37.4		
98.9	98.8	29.8	99.4	97.6	33.6	86.1	81.8	33.4		
>99.9	99.5	16.7	98.2	98.5	13.9	98.8	89.6	14.4		
84.4	98.6	16.9	98.2	97.3	29.2	72.5	81.4	34.0		
99.7	99.6	74.9	98.4	98.3	72.3	93.7	89.4	64.0		
>99.9	99.9	58.4	99.8	99.9	64.7	97.1	93.8	64.9		
99.5	99.8	50.5	98.8	99.7	51.5	91.2	91.6	50.3		

bold

centre

runs on ±

Water Is Life, Sanitation Is Dignity

uc, bold, italics, u/line, centre

[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 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 as a header. 2. Take ALL proofreading signs into consideration. 3. Proofread, save and print the document as Q3. 4. Put the printout in your EXAMINATION FOLDER. 	

Candidate: Create 4 columns as indicated

1 landscape	2 portrait	3 portrait	4 portrait
----------------	---------------	---------------	---------------

2 Insert as indicated, centre horizontally

as we all know water in SA is very precious and we all need to contribute uc, in full to keep our economy and lives healthy. trs

≠
/ Water Wise Programme has been helping with water conservation bold, italics for over fifteen years! use figures

≠
Programmes include: uc
[Water Wise Youth [Water Wise Residential [Water Wise Industrial

≠
Water Wise is recognised as runs on
a critical component of water conservation efforts. italics

≠
sp caps
~~WATER WISE~~ SPONSORS [MAKE A GREAT [PROGRAMME! del bold s/s

QUESTION 3: PAMPHLET (CONTINUED)

3 Insert as indicated

As a sup^oporter of Water Wise

≠

you are helping to keep / economy strong by meeting its water conservation goal.

≠

you are helping to protect / rivers.

≠

you are a wise user of natural resources. stet

≠

There are many outreach materials that Water Wise produces. runs on

Your name could be on some of these publications (you can choose to be anonymous if you wish).

≠

Your sponsorship is tax deductible. sp

}
Insert bullets

1 Insert as indicated, centre vertically

bold



Water Wise Programme [PO Box 147] [Johannesburg] [0001] uc s/s

QUESTION 3: PAMPHLET (CONTINUED)

4 Insert as indicated

YES! I would like to be a sponsor of / Water Wise programme. *bold, u/line*

Enclosed is my cheque for the amount of: *runs on*

≠

R..... →

≠

Name
 (as you would like it to appear on publications) / water wise

≠

Address: ← →

≠

Name: ← → *Move*

≠

City: →

≠

Code: →

≠

Please complete this form and mail with your donation to: *italics*
 www.waterwise@gmail.com

↙ Insert a dashed line as indicated

Candidate: Replace Water Wise with Water Wise in bold, italics

[40]

QUESTION 4: FLOW CHART

TIME: 25 minutes

MARKS: 40

MARGINS: PAGE 1: LEFT AND RIGHT: 2.54 cm (1") PAGE 2: LEFT AND RIGHT: 1.27 cm (0.5") LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait (page 1) A4 landscape (page 2) 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 as a header. 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 EXAMINATION FOLDER. 	

Move

‡
 To be a provider of universally sustainable, trs runs on
 competitive water & sanitation solutions for ~~South~~ Africa. in full del

Candidate: Create TWO columns and insert as indicated.

[Mission sp caps, italics, u/line ← → values NP

‡
 / mission of Land Water is to deliver Equity
 and supply world-class afordable, sp Integrity
 better Spirit / partnership / of
 reliable and ~~good~~ quality water stet excellence uc
 and water-related services. caring

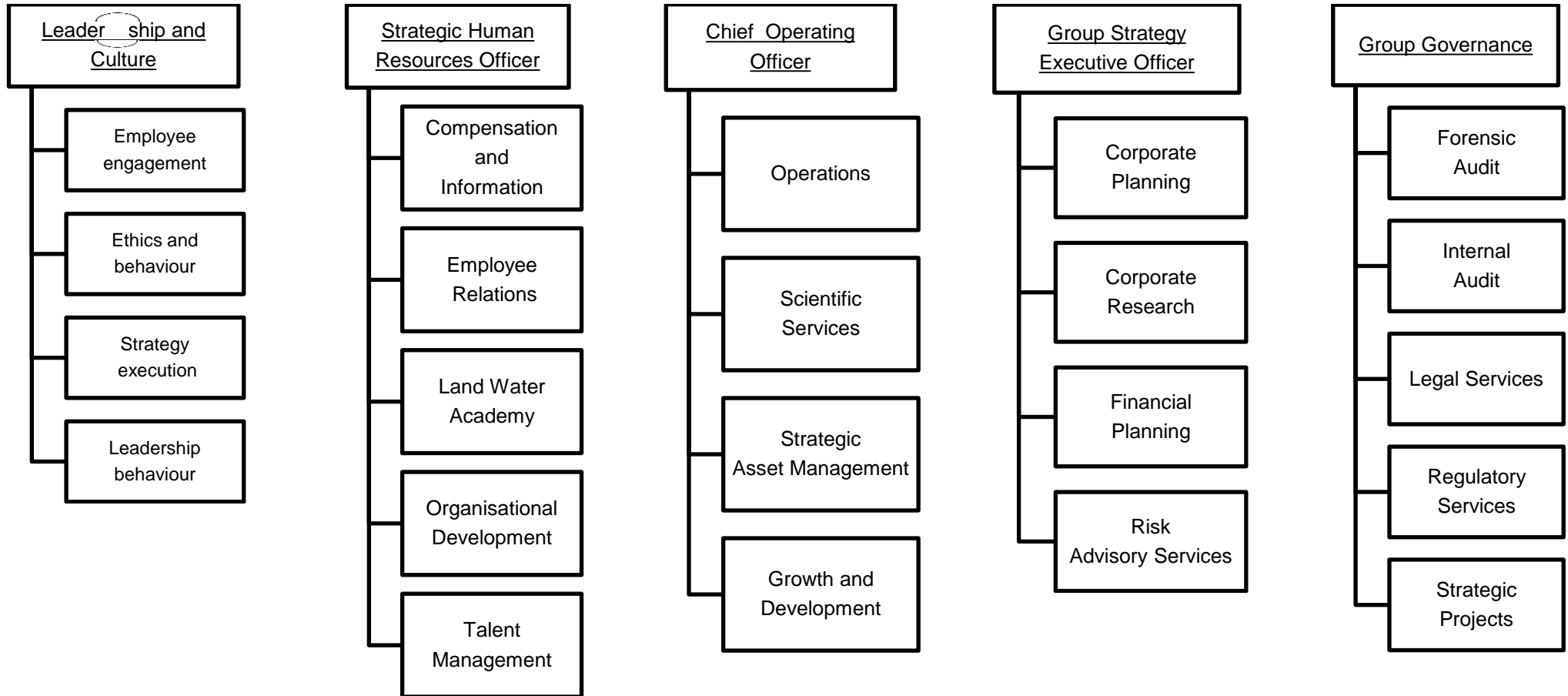
} Insert bullets

Land Water / - / Corporate Structure uc, bold, centre / #

Insert a page break.

QUESTION 4: FLOW CHART (CONTINUED)

Key in the following exactly as indicated.



[40]

QUESTION 5: 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 (1 page) JUSTIFICATION: Left FONT: Courier New 8 (CN8)
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header. 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 EXAMINATION FOLDER. 	

→ Move

Notes To / \ Financial Statements \ Annual uc, bold, centre

for / year ended 31 March 2015 italics, descending order, centre

LAND WATER: *Financial information* u/line, centre

‡

QUESTION 5: FINANCIAL STATEMENT (CONTINUED)

TABLE 34:13

<u>R million</u> <i>sp</i>	Audited [outcome] [2010/11]	Revised [estimate] [2011/12]	<u>Medium-term</u> [estimate] [2013/14]	<u>centre</u> [2014/15]	
<u>Statement of financial performance</u> <i>italics</i>					bold
Revenue <i>sp caps, u/line</i>					
<u>Non-taxable revenue</u>	<u>4554.6</u>	<u>4841.0</u>	<u>5471.0</u>	<u>5844.0</u>	bold
Sale of goods and services <i>Other than</i> <i>capital assets existing of:</i>					
But water sales <i>stet</i>	4274.4	4579.2 →	5259.0	5626.0	
Other non-taxable revenue	280.2	261.8	212.0	218.0	
<u>Total revenue</u>	<u>4554.6</u>	<u>4841.0</u>	<u>5471.0</u>	<u>5844.0</u>	bold
Expenses <i>sp caps, u/line</i>					
<u>Current expenses</u>	<u>3745.1</u>	<u>4211.4</u>	<u>4720.0</u>	<u>5087.0</u>	bold
Compensation of employees	726.1	780.1	807.0	862.0	
Goods and services	2744.6	3162.6	3556.0	3843.0	
Depreciation	175.8	171.1	270.0	300.0	
Interest, dividends & rent on land <i>in full</i>	98.6	97.7	87.0	82.0	
<u>Transfers and subsidies</u> bold	-	-	-	-	
<u>Total expenses</u>	<u>3746.8</u>	<u>4211.4</u>	<u>4720.0</u>	<u>5087.0</u>	bold
Surplus/(Deficit)	807.8	629.5	751.0	757.0	

QUESTION 5: FINANCIAL STATEMENT (CONTINUED)

(incomplete) *italics*

‡

Statement of financial position **bold**

Carrying value of assets	runs on	5020.8	5789.5	7169.5	8002.5
existing of:					
of Acquisition assets	trs <i>italics</i>	640.2	939.9	1007.0	1133.0
Investments Assets	del	124.2	137.6	-	-

‡

► Move

[40]

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)
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/ COMPUTER NUMBER 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. Proofread, save and print the document as Q6. 5. Put the printout in your EXAMINATION FOLDER. 	

Tima mati exikarhi ka loko u hlamba xikandza, meno kumbe loko u juvela.

Ku tirhisa xawara ku ringana ntlhanu wa timinete, ematshan'weni ya ku tirhisa bavhu, yi ta tirhisa kotara ya mati lawa a ya ta tirhisiwa ebavhini, leswi hlayisaka mati hi kwalomu ka 400 ya tilitara hi vhiki.

Loko u tsakela ku tirhisa bavhu, u nga ri tati.

Loko u tirhisa bavhu ku hlamba u nga tirhisa exikarhi ka 80 na 150 wa tilitara ta mati hi ku hlamba kan'we.

Ketlele a yi fanelanga ku tala kambe yi fanele ku cheriwa mati hi ku ya hilaha ya lavekaka ha kona.

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

WORD PROCESSING

SECTION B

YOU HAVE 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: Double (2)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)
1. Create a macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER.	
2. Key in the text below exactly as it is.	
3. Proofread, save and print the document as Q7A.	
4. Put the printout in your EXAMINATION FOLDER.	

Vala ipompi hlangana nokuhlamba ubuso, ukuhlamba amazinyo nanyana utjhefa.

Ukuhlamba kutjhawara imizuzu emihlanu kunokuhlambela ngebhadeni, konga ingcenywe yokuthathu yamanzi okungalinganiselwa kumalitha wamanzi ama-400 ngeveke.

Ukuhlambela ngebhadeni umuntu munye usebenzisa amalitha wamanzi ahlangu nama-80 ukuya kama-150.

Nawukhetha ukuhlambela ngebhadeni, ungayizalisi ngamanzi.

Iinketlela mazingazaliswa khulu ngamanzi kodwana thela amanzi alingene iindingo zakho. Lokhu kuzakwehlisa imali yakho yokubhadela igezi.

(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)****(Unless otherwise indicated)****PAPER: A4 portrait****HYPHENATION: No****JUSTIFICATION: Left****FONT: Courier New 12 (CN12)****(Unless otherwise indicated)**

1. Retrieve the document saved as Q7A.
2. Change the QUESTION NUMBER to QUESTION 7B.
3. Process according to the instructions.
4. Proofread, save and print the document as Q7B.
5. Put the printout in your EXAMINATION FOLDER.

Insert a page border

Insert a header, CN10, uc, italics, right-aligned
 'Hlayisani mati'

Insert a footer, CN10, bold, italics, left-aligned
 Ndzawulo: Mfumo wa Vuhlanganisi

Insert a footer, CN10, bold, italics, right-aligned
 Hlayisani mati

Insert a page number in Roman numerals, uc, start numbering at 4, CN 18, centre

IINYELELISO ZOKONGA AMANZI *Insert, CN 24, bold, centre*

SWITSUNDZUXO SWA KU HLAYISA MATI *Insert, CN 24, bold, centre*

‡

QUESTION 7B: AFRICAN LANGUAGE (CONTINUED)

Create TWO parallel columns

Insert in column 1, CN18, italics, u/lined, right-aligned

Ekhaya nanyana [ebhizinisini

‡

Move Q7A to column 1, CN10, insert any bullets

Vala ipompi hlangana nokuhlamba ubuso, ukuhlamba amazinyo nanyana utjhefa.

Ukuhlamba kutjhawara imizuzu emihlanu kunokuhlambela ngebhadeni, konga ingcenywe yokuthathu yamanzi okungalinganiselwa kumalitha wamanzi ama-400 ngeveke.

Ukuhlambela ngebhadeni umuntu munye usebenzisa amalitha wamanzi ahlangana nama-80 ukuya kama-150.

~~Nawukhetha ukuhlambela ngebhadeni, ungayizalisi ngamanzi.~~ del

Iinketlela mazingazaliswa khulu ngamanzi kodwana thela amanzi alingene iindingo zakho. Lokhu kuzakwehlisa imali yakho yokubhadela igezi.

‡

Insert, CN18, italics, u/lined, right-aligned

Etonini

‡

Insert

- Sezela iintjalo zakho njalo ekuseni nanyana nakurhwalalako lokha amazinga wokutjhisa nakaphasi.
- Ungasezeli itoni kanengi kodwana isezele ngokwaneleko.
- Sebenzisa 'amanzi amlotjhana'.

Insert a column break

QUESTION 7B: AFRICAN LANGUAGE (CONTINUED)

Insert in column 2, CN18, italics, u/lined, right-aligned

Emakaya/Na le ka miako [ya mabindzu

Copy Question 6 to column 2, CN10, insert any bullets

Tima mati exikarhi ka loko u hlamba xikandza, meno kumbe loko u juvela.

Ku tirhisa xawara ku ringana ntlhanu wa timinete, ematshan'weni ya ku tirhisa bavhu, yi ta tirhisa kotara ya mati lawa a ya ta tirhisiwa ebavhini, leswi hlayisaka mati hi kwalomu ka 400 ya tilitara hi vhiki.

~~Loko u tsakela ku tirhisa bavhu, u nga ri tati.~~ *del*

Loko u tirhisa bavhu ku hlamba u nga tirhisa exikarhi ka 80 na 150 wa tilitara ta mati hi ku hlamba kan'we.

Ketlele a yi fanelanga ku tala kambe yi fanele ku cheriwa mati hi ku ya hilaha ya lavekaka ha kona.

Insert, CN18, italics, u/lined, right-aligned

Exirhapheni

‡

Insert

- Hi minkarhi hinkwayo cheleta swimilana swa wena na mixo kumbe na madyambu, loko maxelo ya horile.

‡

- Susa swimilana leswi nga nhova leswi nghenelelaka ekaya ra wena.

‡

- Tirhisa mati ya 'mpunga'.

(20)
[35]

QUESTION 8A: 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 8A.	
2. You may use spell check when proofreading.	
3. Proofread, save and print the document as Q8A.	
4. Put the printout in your EXAMINATION FOLDER.	

Water quality is defined as water which is safe, drinkable and appealing to all life on earth.

Polluted water is particularly dangerous to water plants, animals and to people who get their water directly from a river or a dam.

In South Africa the scarce fresh water is decreasing in quality because of an increase in pollution and the destruction of river catchments caused by accidental water pollution, urbanisation, deforestation, damming of rivers, destruction of wetlands, industry, energy use and mining.

(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: A5 portrait HYPHENATION: No JUSTIFICATION: No FONT: Courier New 12 (CN12) (Unless otherwise indicated)
<ol style="list-style-type: none"> 1. Retrieve the document saved as Q8A. 2. Change the QUESTION NUMBER to QUESTION 8B. 3. Process according to the instructions. 4. Proofread, save and print the document as Q8B. 5. Put the printout in your EXAMINATION FOLDER. 	

Insert a page border

Insert page numbers, bottom, right-aligned

Insert a header, CN10, uc, bold, centred

Water Wise – Water Pollution and your Health

Water quality is defined as water which is safe, drinkable and appealing to all life on earth.

‡

Insert, Georgia 16 pt, uc, bold

What is polluted water?¹

Insert a footnote (CN10) with the words:

Water Wise – Causes of Water Pollution

‡

Polluted water is particularly dangerous to water plants, animals and to people who get their water directly from a river or a dam.

In South Africa the scarce fresh water is decreasing in quality because of an increase in pollution and the destruction of river catchments, caused by

‡

QUESTION 8B: DISPLAY (CONTINUED)

accidental water pollution, ~~del~~
 tab 1x urbanisation, ~~del~~
 tab 2x deforestation, ~~del~~
 tab 3x damming of rivers, ~~del~~
 tab 4x destruction of wetlands, ~~del~~
 tab 5x industry, ~~del~~
 tab 6x energy use and ~~del~~
 tab 7x mining. ~~del~~

} *italics, 1½ lines*

insert a page break

Insert, Georgia 16 pt, uc, bold, centred
 The Future
 ‡

insert, italics

Water quality is defined as water which is *runs on*
safe, drinkable and appealing to all life on earth. *u/line*

‡
 Move ←

insert

The future of South Africa lies in our hands. [We can make a difference. **bold** } *centred*
 We all need to become 'Water Wise'! *uc, bold*

‡

QUESTION 8B: DISPLAY (CONTINUED)

Insert, italics

To be 'Water Wise' means that a person will:

Insert an endnote (CN10) with the words: www.waterwise.co.za

Insert

‡

- have respect for water and all life *uc, bold*
- use water carefully and not waste it *uc, bold*
- not pollute rivers with liquid and solid waste *uc, bold*
- pay for water services *uc, bold*
- take action to solve any water problems *uc, bold*
- save water and thereby *uc, bold, runs on*
- conserve the natural environment *uc, bold*

} *Insert bullets*

‡

Insert, CN10, uc

Water Use In South Africa

Insert, CN10

Agricultural use (including irrigation)	60%
Environmental use	18%
Urban and Domestic use	11.5%
Mining and Industrial use	10.5%

} *Insert a border around text*

(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 Arial, Calibri or Courier New font and a font size to fit. Use landscape orientation.
4. Proofread, save and print the document as Q9A.
5. Put the printout in your EXAMINATION FOLDER.

FIELD NAMES	CHAIRMAN1	CHAIRMAN2
DATE	24 February 2016	24 August 2016
NAME	Mary Mkhize	Godfrey Pule
TIME 1	08:00–09:00	14:00–15:00
TIME 2	09:00–09:10	14:00–14:10
TIME 3	09:10–10:00	14:10–15:00
TIME 4	10:15–11:15	15:15–16:15
TIME 5	11:15–12:15	16:15–17:15
TIME 6	12:15–12:45	17:15–17:45
TOPIC	iSimangaliso Wetland Park	Wetland Management
RESPONSIBLE	Lindy Niemand	Rohan Green

(10)

QUESTIONS 9B AND 9C: 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)
<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 9B. 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 Q9B. Put the printout in your EXAMINATION FOLDER. 5. Merge the documents and save as Q9C. Print the merged documents and put the printouts in your EXAMINATION FOLDER. 	

Insert a header, CN10, uc, bold, italics, u/lined, centred
 Water is life, Sanitation is dignity

Insert a footer, CN10, bold, left-aligned
 e-mail: www.wetl.gov.za

Insert a footer, CN10, bold, right-aligned
 ☎ 0861 60 10 60

← Land Water CN24, uc, bold

Wetlands for our future: Sustainable livelihoods uc, italics →

} Insert a double frame

To: uc, u/line

«NAME»

‡

Date: uc, u/line

«DATE»

‡

Venue: uc, u/line

Land Water Office

} CN14 pt

‡

Programme sp caps, CN14, bold, italics, centred

‡

QUESTIONS 9B AND 9C: MAIL MERGE (CONTINUED)

*Candidate: Shade the rows for TIME, TOPIC, RESPONSIBILITY,
Tea break and Refreshments*

<u>TIME</u>	<u>TOPIC</u> ← CN14, bold, centre →	<u>RESPONSIBILITY</u>
«TIME 1»	Registration	
«TIME 2»	Welcome	«NAME» Land Water
«TIME 3»	The Wetlands programme	Dave Davids Department of [Environmental Affairs
	<u>Tea break</u> bold	
«TIME 4»	«TOPIC» Greater St Lucia [Wetland Park	«RESPONSIBLE» iSimangaliso [Wetland Park
«TIME 5»	«TOPIC» Rehabilitation/Restoration	James Williams Environmental [Solutions
«TIME 6»	Wetland Delineation, [Hydrology and [Rehabilitation	Piet Lawry Centre for Wetland [Research and Training
	<u>Discussions</u> bold	
	<u>Closure</u> bold	«NAME»
	<u>Refreshments</u> bold	

(20)
[30]

TOTAL SECTION B: 100

GRAND TOTAL: 300