higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN690**(E)**(N15)H

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

15 November 2018 (X-Paper)
09:00–12:00

THE QUESTION PAPER MUST BE HANDED 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

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS

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

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

TYPING TECHNIQUE: SECTION A

1. Candidates who are not ready and on time for the TIMED ACCURACY TEST (QUESTION 1) will only be allowed to enter the examination venue after the expiration of the TEN MINUTES allowed for the timed accuracy test.

2. Candidates are allowed to read through the test 3 MINUTES before the commencement of the examination.

3. The timed accuracy test must be keyed in at the beginning of the examination.

4. After the expiration of the TEN MINUTES allowed for the timed accuracy test, your test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter, in your presence, it will be put in your EXAMINATION FOLDER.

5. Answer ALL the questions.

6. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.

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

WORD PROCESSING: SECTION B

1. Answer ALL the questions.

2. Procedure for QUESTIONS 7A, 8A AND 9A: Key in, save and print.

3. Retrieve, copy and process according to the instructions in part B of each question. Print and hand in part A as well as part B.

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

5. If a LETTERHEAD is provided and the printer(s) cannot accommodate it 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

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 pt except if otherwise indicated in the question paper.

4.   Work fast in order to complete the question paper in time.

5.   Save your work at regular intervals to prevent loss of keyed-in data during a power failure.   Only the duration of the power failure will be allowed additionally – NO extra time will be allowed for loss of work.

6.   In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.

7.   Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question.   NO questions without EXAMINATION NUMBERS will be marked.

8.   At the end of the examination session, hand in the following:

   8.1   EXAMINATION FOLDER with PRINTOUTS to be marked in the same order as the questions in the question paper.

   8.2   The compact disk/memory stick on which your work was saved, properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Candidates' answers must be kept for at least 6 MONTHS.

   8.3   ALL other PRINTOUTS.   NO PRINTOUTS may be taken out of the examination room or put into bins.

9.   Any attempt to obtain information or to give information to another candidate is a violation of the examination rules and will be regarded in a serious light. If you are found guilty of such a violation, steps will be taken against you.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

TYPING TECHNIQUE

SECTION A

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

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

QUESTION 1: TIMED ACCURACY TEST

TIME: 10 minutes   **MARKS: 20**

MARGINS: Left: 2.54 cm (1") Right: 2.54 cm (1") LINE SPACING: 1.5 (1½) or 2 SPEED: 50 wpm (minimum requirement)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 pt

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 the document as Q1 and print.
5. Your test must be collected and signed by the invigilator at the BEGINNING of the EXAMINATION. ALL pages need to be signed.

When you're studying, everything else seems so much more

interesting, even just staring at the wall, isn't it? First of all

make up your mind that you're going to study hard and score good

marks. After you've decided, there are a million distractions to

deal with. Your roommate who listens to music on her I-Pod, so loud

that people in the next room can hear; the constant updates on

Facebook; the rerun of your favourite television shows and so on.

There are many things that occupy your mind, particularly when you

sit down to study. The trick lies in avoiding distractions

effectively and keeping yourself motivated to continue studying.

The list of distractions are endless and different for everyone.

However, you can deal with them effectively by adopting a

disciplined approach.

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

Study at a place where you feel most comfortable. For most people, home is the best place, but if there are too many people at your home, go elsewhere. Libraries are a good place to study, you can use the study rooms that they have. Most college campuses have designated study rooms, make use of these facilities.

Clear your study desk of anything that you do not need while studying; clutter could be a distraction. Seeing things like a book, a bill or a photograph may distract you. Tempted to watch your favourite show? If so, keep the television and laptop away. Check Facebook before you start studying and then disconnect your internet. Put your cellphone on silent and preferably out of sight.

Prepare a timetable and alternate between subjects that interest you and those that don't. Make a target for yourself and at the end of every day, check whether you managed to achieve it or not. Reward yourself when you manage to complete your goal successfully, either by buying yourself a dessert or allowing yourself an hour of surfing the net or whatever it is that makes you happy.

It is important to take breaks, before you get too tired and completely loose concentration. Take a 10-15 minute break after every hour or so, depending on your concentration level. Regular breaks are imperative in maintaining concentration.

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

If you feel very tired, you might want to take a longer break and
get back to studying when you feel more alert.

Avoid eating too much before a study session, also do not eat
anything that could upset your stomach. Eating too much will make
you lethargic and you will be tempted to take a nap. Starving
yourself also will not help with concentration. It is best   **50 wpm**
to eat small meals throughout the day. Opt for healthy snacks and
fruit each time you take a break. Also make sure you drink enough
water, especially when you feel sluggish.

While most people maintain   **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 otherwise) FONT: Arial 10 pt (Except where indicated otherwise)
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 the document as Q2 and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Statistical moderation report   centre, 18 pt, uc, bold, double u/line

‡

Roseville College   centre, 14 pt, uc, bold, u/line

‡

1 National ∧ are not used in any ~~calculations~~ and are shown ∧ means
for purposes reference only   trs

~~figures~~   stet

Candidate: Centre column headings horizontally and vertically   runs on

Instructional offering uc, bold	Attendance type	Per college sp caps	
		Mean adjustment exam % italics	Mean term % before adjustment runs on
Office Practice N4	~~Full/Part~~ del	43.07	52.67
Office Practice N5	Full	50.30	58.10
Office Practice N6	Full	49.06	42.30
Communication N4	Full	47.74	59.11
Communication N5	Full	28.40	34.00
Communication N6	Full	45.94	42.52
Information Processing N4	Full	44.38	43.15
Information Processing N5	Full	38.79	33.88
Information Processing N6	Full	54.27	47.27
Computer Practice N4	Full	45.77	47.38
Computer Practice N5	Full	44.80	50.92
Computer Practice N6	Full	44.29	55.36

Candidate: Sort subjects and corresponding figures alphabetically
             Align figures right

→Move

QUESTION 2: TABULAR STATEMENT (CONTINUED)

Shade two columns

runs on

in full

Mean term % after adjustment	Mean adjustment %	Mean promotion sp %	Exam & term mark received:		National means[1] uc (for reference only)	
			Total	%	Exam %	Raw term % ← italics
47.74	-5	44.93	54	100	47	55
54.10	-4	51.80	20	100	49	57
53.24	11	50.73	66	100	60	49 trs
52.52	-7	49.65	54	96	46	56
33.20	-1	30.30	10	100	45	54
50.26	8	47.66	62	100	40	54
49.54	6	46.42	26	100	35	53
43.38	10	40.63	48	100	36	51
58.80	12	56.07	30	100	41	52
49.55	2	47.28	242	98	42	58
48.74	-2	46.38	132	100	41	57
48.60	-7	46.01	146	100	44	57

[40]

QUESTION 3: 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 JUSTIFICATION: Left FONT: Courier New 10 pt (Except where indicated otherwise)

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 the document as Q3 and print.
5. Put the PRINTOUT in your EXAMINATION FOLDER.

Department of Higher Education and Training   16 pt, uc, bold, double u/line, centre
‡
Programme costs for Report 191   14 pt, uc, bold, centre
‡

Candidate: Move this paragraph to the end of the document.

1 / twenty % (fee guide line) is only a guide and colleges   in figures
will determine their ∧ class fees.   ∧ own

QUESTION 3: FINANCIAL STATEMENT (CONTINUED)

Candidate: Centre column headings and align headings at the bottom. Column headings must be in capital letters and italics.

shade column

Report 191	Programme [cost	80% (state [transfer)	20% (fee [guideline)[1]
N1-N3 sp caps, italics bold ⟶	R75 774,21	R60 619,38	R15 154,83
‡			
Engineering (Civil ~~Engineer~~) del	R25 258,07	R20 206,46	R5 051,61
Engineering (Electrical)	R25 258,07	R20 206,46	R5 051,61
Engineering (Mechanical)	R25 258,07	R20 206,46	R5 051,61
‡			
N4-N6 sp caps, italics bold ⟶	R530 439,65	R424 352,53	R162 088,11
‡			

Please turn over

QUESTION 3: FINANCIAL STATEMENT (CONTINUED)

Business Management	R24 948,37	R19 958,70	R4 989,67
Tourism	R54 841,39	R43 873,11	R10 968,28
Engineering runs on (Civil)	R29 465,99	R23 572,79	R5 893,20
Engineering (Electrical)	R29 465,99	R23 572,79	R5 893,20
Engineering (Mechanical)	R29 465,99	R23 572,79	R5 893,20
Financial Management	R24 948,37	R19 958,70	R4 989,67
Hospitality and Services Catering trs	R56 284,19	R45 027,35	R11 256,84
Human Resource Management	R24 948,37	R19 958,70	R4 989,67
Interior Decorating Design stet	R40 410,17	R32 328,13	R8 082,03
Introductory Business Studies	R24 948,37	R19 958,70	R4 989,67
Introductory Food Services trs	R45 027,35	R56 284,19	R11 256,84
Introductory Clothing Construction	R34 634,78	R27 708,62	R62 927,16
Management Assistant	R24 948,37	R19 958,70	R4 989,67
Marketing Management	R24 948,37	R19 958,70	R4 989,67
Public Management	R24 948,37	R19 958,70	R4 989,67
Public Relattions sp	R24 948,37	R19 958,70	R4 989,67
Move			
‡			
Total uc, bold bold	R606 213,86	R484 971,91	R177 242,94
‡			

[40]

QUESTION 4: FLOW CHART

TIME: 25 minutes   **MARKS: 40**

MARGINS: Left: 2.54 cm (1") Right: 2.54 cm (1") LINE SPACING: Single (1) (Except where indicated otherwise) PAPER: A4 portrait	HYPHENATION: No JUSTIFICATION: Left FONT: Arial 12 pt (Except where indicated otherwise)

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 the document as Q4 and print.
6. Put the PRINTOUT in your EXAMINATION FOLDER.

Vision, mission and value statement 18 pt, uc, bold, double u/line, centre
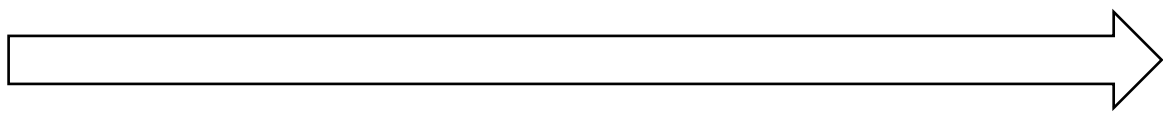[of   NP 12 pt, uc, bold, centre
[Roseville College   NP 16 pt, sp caps, bold, centre
‡
Candidate: Change the underlined headings to 12 pt, uc, bold and italics.

‡

‡

QUESTION 4: FLOW CHART (CONTINUED)

Quality assurance uc, bold

‡

Our learner(_)ships and skills programmes are accredited by various
Sector Education and Training Authority (SETAs).

runs on

Refer to our College website, ∧ centres, ∧ training
~~Department~~ learnership unit for / list of accredited del
programmes. For _veriffication_ contact / SETAs. sp

Candidate: Change the underlined headings to 10 pt, uc and bold and the
paragraphs to 9 pt. Centre content.

_Strategic goals and
initiatives_

‡

Increase / number of
skilled youth by
expanding access to
education and
training for the
~~children~~ stet

~~youth~~

_Individual
performance_

‡

Adequately capacitate
individual sites for /
effective provisioning
<u>&</u> facilitation in full
of educative teaching
and learning

_Organisational
performance_

‡

Increase / number of
students who
successfully enter /
labour market upon
completion of
training

‡

→Move

[40]

QUESTION 5: PAMPHLET

TIME: 25 minutes   **MARKS: 40**

MARGINS: Left: 1.27 cm/0.5" Right: 1.27 cm/0.5" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 landscape HYPHENATION: Yes JUSTIFICATION: Left FONT: Rockwell 12 pt (Except where indicated otherwise)
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 the document as Q5 and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create columns as indicated.

1 portrait ¼	2 portrait ¼	3 portrait ¼	4 landscape ¼

Candidate: Replace the word anxiety to anxiety in capital letters and bold.
           Centre the content in each column vertically.

Study methods   20 pt, sp caps, bold, right-align
‡
3 Insert as indicated

Tips to stay focused while studying   uc, bold, centre, shade
‡
Candidate: Insert any bullets and indent.
Move

                                    roster
Put away things that distract you [Set a ~~timetable~~ and stick to it   NP   stet
‡
Take a break at fixed intervals   [Eat small frequent meals   [Learn   NP
when you feel most alert
‡
Choose a quiet and comfortable place
‡
Avoid getting too cosy in your chair   [Elliminate all internal   NP   sp
distractions

QUESTION 5: PAMPHLET (CONTINUED)

1 Insert as indicated

Test anxiety   uc, bold, centre, shade
‡
Test anxiety is a kind of performance anxiety which makes a person feel nervous
before, during and after an examination. [Anxiety is actually a very   u/line NP
normal way of reacting to stressful situations.   bold
‡
It is / way in which our body tries to cope with stress. [A little anxiety   NP
actually helps one in concentrating and working hard for / examinations.
‡
However, if students spend all their time battling these stressful —— runs on
—— thoughts, a lot of ∧ study time would be lost,   ∧ valuable
prolonging / vicious circle of stress and failure.

4 Insert as indicated

Different things work for different people   16 pt, uc, bold, u/line, centre
‡
Figure out which   centre
‡
Candidate: Insert any bullets and centre

place
time &   in full
method
‡
work best for you and stick to it.   centre

2 Insert as indicated

Symptoms   uc, bold, centre, shade
‡
An person anxious may experience some of / following physical   italics trs
effects:
‡

QUESTION 5: PAMPHLET (CONTINUED)

Candidate: Insert any bullets and indent. Change line spacing to 1.5.

Stomach ache and diarrhoea [Fever   [Nausea   [Giddiness   [Headache [Rapid heart beat   [Perspiration   [Shivering   [Emotional problems ~~like~~ ~~crying or frustration~~   [Memory blanking out   del

[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 otherwise)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 pt
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 the document as Q6 and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

- Sheba lintho tse ka kelellong ea hau pele u ithuta, ebe u beha
  lethathamo lena ka lehlakore.
‡
- Ithute ka nako e le 'ngoe letsatsi ka leng.
‡
- Beha timer ea hora, u se ke ua itumella ho khaotsa ho ithuta ho
  fihlela e fela.
‡
- Nka mekhelo.
‡
- Beha lipakane tsa thuto ea hau ea nako eo e leng ea sebele.
‡
- Ithute sebakeng se hole le litsitiso tse kang laebraring, sebaka
  sa ho phomola ho ithuta, kapa sekolo se se nang letho.
‡
- Etsa bonnete ba hore u na le sohle seo u se hlokang pele u qala.
‡
- Etsa bonnete ba hore u robetse ka ho lekaneng, u ja hantle, 'me
  u ikoetlisa kamehla.
‡
- Ho tseba seo u ithutang sona ho bohlokoa bophelong ba hau.

[20]

TOTAL SECTION A: 200

WORD PROCESSING

SECTION B

YOU HAVE TO WORK FAST AND ACCURATELY

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

QUESTION 7A: MAIL MERGE

TIME: 6 minutes   **MARKS: 10**

1.	Create the fields/field names below.
2.	Ensure that your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER appear on the PRINTOUT.
3.	Use Times New Roman 8 pt. Use landscape orientation.
4.	Proofread, save the document as Q7A and print.
5.	Put the PRINTOUT in your EXAMINATION FOLDER.

FIELD NAMES	MANAGER 1	MANAGER 2	MANAGER 3
ENQUIRIES	Ms S Motsepe	Mr G Voyi	Ms O Silema
EMAIL	motsepe.s@dhet.gov.za	voyi.m@dhet.gov.za	silema.o@dhet.gov.za
FACULTY	Business Studies	Engineering Studies	NC(V)
%	19	21	29
SUBJECT 1	Information Processing N6	Power Machines N6	Personal Assistance L4
SUBJECT 2	Office Practice N5	Fluid Mechanics N5	Fitting and Turning L2
SUBJECT 3	Applied Management N4	Mathematics N5	Engineering Systems L2
DIFFERENCE 1	21%	25%	15%
DIFFERENCE 2	16%	18%	28%
DIFFERENCE 3	25%	16%	24%

(10)

QUESTIONS 7B AND 7C: MAIL MERGE

TIME: 12 minutes   **MARKS: 20**

MARGINS: Left: 2.54 cm (1") Right: 2.54 cm (1") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 portrait JUSTIFICATION: Left HYPHENATION: No FONT: Comic Sans MS 12 pt (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 the document as Q7B and print. Put the PRINTOUT in your EXAMINATION FOLDER.
5. Merge the documents and save as Q7C. Print the merged documents and put the PRINTOUTS in your EXAMINATION FOLDER.

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

Candidate: All field names must be underlined and 14 pt.

Department of Higher Education and Training   14 pt, uc, bold, centre

‡

⊠ Private Bag X110 0001   222 Struben Street

☏ 012 312 5670   Pretoria   uc   right-align

Enquiries: «ENQUIRIES»   0002

E-mail: «EMAIL»

‡

The Campus Manager

«FACULTY»

‡

Examination results – term marks and the statistical moderation report uc, u/line

‡

We would like to draw your attention to / following:

The average absolute adjustment for all instructional offerings, which   trs
was necessary to bring the candidates' term marks in line with the examination
mark, was «%»%.

‡   letter

You are requested to investigate these matters and prepare a written report   stet
where / difference between the mean examination   runs on
mark and the raw term mark exceeds 15%.

‡

QUESTIONS 7B AND 7C: MAIL MERGE (CONTINUED)

Candidate: Column headings must be in capital letters, bold, centred and
shade the row.

Subject	Difference
«SUBJECT_1»	«DIFFERENCE_1»
«SUBJECT_2»	«DIFFERENCE_2»
«SUBJECT_3»	«DIFFERENCE_3»

right-align figures

‡

Yours faithfully

‡

‡

Insert a leader dot tab stop on 8.89 cm/3.5"

Chief Director: Examinations   uc, bold, italics

(20)

[30]

Please turn over

QUESTION 8A: DISPLAY

TIME: 9 minutes   **MARKS: 15**

MARGINS: Left: 2.54 cm (1") Right: 2.54 cm (1") LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 pt

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 the document as Q8A and print.
4. Put the PRINTOUT in your EXAMINATION FOLDER.

```
Admission requirements
‡
Gr 9 or higher
‡
Duration of course  The NC(V) course is a programme with 7 subjects
at each level of study.  A student is issued with a certificate on
the completion successful of each level of study.
‡
Office Administration
Civil Engineering
Tourism
Hospitality
‡
Admission requirements  Grade 12
‡
Management Assistant
Financial Management
‡
Admission requirements  N1-N3
‡
At least a Grade 12 with a pass in Mathematics and Physical Science
‡
N4-N6
‡
N3 certificate with 4 subjects or a Senior Certificate
‡
Admission requirements  Minimum N2 certificate
‡
Electrical Engineering
```

(15)

QUESTION 8B: DISPLAY

TIME: 12 minutes   **MARKS: 20**

MARGINS: Left: 1.27 cm (0.5") Right: 1.27 cm (0.5") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 landscape HYPHENATION: No JUSTIFICATION: Left FONT: Arial 10 pt (Unless otherwise indicated)
1. Retrieve the document saved as Q8A. 2. Change the QUESTION NUMBER to QUESTION 8B. 3. Process according to the instructions. 4. Proofread, save the document as Q8B and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create columns as indicated.

1 portrait ⅓	2 portrait ⅓	3 portrait ⅓

Insert a header in capital letters, Comic Sans 8 pt, bold and left-aligned with the following words: Department of Higher Education and Training

Insert a header in capital letters, Comic Sans 8 pt, bold, italics and right-aligned with the following words: Roseville College

Insert a footer in Comic Sans 8 pt and left-aligned with the following words: Website: www.roseville.co.za

Insert a footer in Comic Sans 8 pt, bold and centred with the following words: Find us on Facebook and Twitter

Insert a footer in capital letters, Comic Sans 8 pt, italics and right-aligned with the following words: ISO 9001:2015

Candidate: Centre content in each column vertically and insert a border around content in each column.

Column 1

Insert, Comic Sans 12 pt, uc, bold, centre and insert a border around text and shade NC(V)

QUESTION 8B: DISPLAY (CONTINUED)

‡

Admission requirements   uc, bold, u/line [Gr 9 or higher   NP *in full*

‡

Duration of course   *uc, italics, right-aligned*

[The NC(V) course is a programme with 7 subjects at   NL *in words, uc*

each level of study.   [A student is issued with a   NP

certificate on the completion successful of each level of study. trs

‡

Insert, Comic Sans 10 pt, sp caps, bold, centre and insert a border around text and shade

Programmes

‡

Insert, sort subjects alphabetically and insert any bullets

Finance, Economics and Accounting
Information Technology
Office Administration
Civil Engineering
Tourism
Hospitality

Column 2

Insert, Comic Sans 12 pt, uc, bold, centre and insert a border around text and shade

Programme 191

‡

Admission requirements   uc, bold, u/line [Grade 12   NP

‡

Insert in capital letters, bold and centre

Business Studies

‡

Insert, Comic Sans 10 pt, sp caps, bold, centre and insert a border around text and shade

Programmes

‡

Candidate: Insert any bullets

Management Assistant[1]

Insert footnote 1, Arial 8 pt, with the words:

Computer Applications Technology Grade 12 is a prerequisite for course

Financial Management[2]

Insert footnote 2, Arial 8 pt, with the words:

Accounting Grade 12 is a prerequisite for course

QUESTION 8B: DISPLAY (CONTINUED)

Insert
Hospitality and Catering Services
‡
Duration of course   *uc, italics, right-aligned*
N4-N6 (6 months per level)[i]
Insert endnote 1, Arial 8 pt, with the words:
National Diploma: N6 plus 18 months' practical experience
‡
Engineering Studies   *capital letters, bold, centre*
‡
Admission requirements   *uc, bold, u/line* [N1–N3   NP *bold*
                              9   *stet*
[At least a Grade 12 with a pass in Mathematics and   NL   *italics*
Physical Science   *italics*
‡
N4–N6   *bold*
N3 certificate with 4 subjects or a Senior Certificate   *in full, uc*
‡
Insert
Duration of course   *uc, italics, right-aligned*
N4-N6 (4 months per level)[ii]
Insert endnote 2, Arial 8 pt, with the words:
National Diploma: N6 plus 24 months' practical experience

Insert, Comic Sans 12 pt, uc, bold, centre and insert a border around text and shade
Practical Training
‡
Admission requirements   *uc, bold, u/line* [Minimum N2 certificate   *NP*
Insert, Comic Sans 10 pt, sp caps, bold, centre and insert a border around text and shade
[Programmes   *NP*
‡
Candidate: Insert any bullets
Electrical Engineering
Insert
Electronics
Automotive Training
Clothing Production
Learnerships and Skills
‡
Duration of course   *uc, italics, right-aligned* [4 months per level   *NL*

(20)
[35]

QUESTION 9A: AFRICAN LANGUAGE

TIME: 9 minutes   **MARKS: 15**

MARGINS: Left: 2.54 cm (1") Right: 2.54 cm (1") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 pt

1. Retrieve the macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER and change the QUESTION NUMBER to QUESTION 9A.
2. Key in the text below exactly as it is.
3. Proofread, save the document as Q9A and print.
4. Put the PRINTOUT in your EXAMINATION FOLDER.

```
Ho na le linako tse ling tseo menahano ea hau e hasaneng ka eona 'me
kelello ea hau e tloha ho e' ngoe ho ea ho e 'ngoe.
‡
Ke bakeng sa linako tseo u lokelang ho ithuta le ho sebelisa mekhoa
ea mahloriso.
‡
Li ameha
‡
ho ithuta mekhoa ea ho ipeha boemong ba kelello le ho lokisetsa
lintho tseo u ka li laolang hang-hang.
‡
Etsa bonnete ba hore tikoloho ea hau e ntle ho ithuta:  ha ho
thelevishene, ha ho fono, ha ho na moahelani, ha ho mohlankana kapa
kharebe.
‡
Etsa ho ithuta tshebetso e sebetsang;  ngola lintlha ebe u etsa
lipampiri tsa tlhahlobo.
‡
Ho kenya lithuto tsa mefuta e fapaneng ka lihlopha tse le 'ngoe,
mohlala, mohlala.  ho bala, ho ngola, ho ngola lintlha, ho tsoara ka
hlooho, joalo-joalo.
```

(15)

QUESTION 9B: AFRICAN LANGUAGE

TIME: 12 minutes   **MARKS: 20**

MARGINS: LEFT: 1.27 cm (0.5") RIGHT: 1.27 cm (0.5") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A5 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier 8 pt (Unless otherwise indicated)
1. Retrieve the document saved as Q9A. 2. Change the QUESTION NUMBER to QUESTION 9B. 3. Process according to the instructions. 4. Proofread, save the document as Q9B and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Insert a page border.

Insert a page number, starting with 10, 8 pt, top, centred

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

Mekhoa ea ho imela

Insert a footer, Arial Narrow 8 pt, u/line, left-aligned

Matsoenyeho a teko le mokhoa oa ho sebetsana le oona

Insert, Rockwell 16 pt, sp caps, bold, italics, centre

Litlhahiso tsa ho ithuta

‡

Candidate: Change the following paragraphs to one paragraph and justify.

```
Ho na le linako tse ling tseo menahano ea hau e hasaneng ka eona 'me
kelello ea hau e tloha ho e' ngoe ho ea ho e 'ngoe.  Ke bakeng sa
linako tseo u lokelang ho ithuta le ho sebelisa mekhoa ea mahloriso.
Li ameha ho ithuta mekhoa ea ho ipeha boemong ba kelello le ho
lokisetsa lintho tseo u ka li laolang hang-hang.  bold, italics, u/line
```

‡

Create TWO columns

Copy QUESTION 6

Please turn over

QUESTION 9B: AFRICAN LANGUAGE (CONTINUED)

Column 1

Replace bullets with numbers (1., 2., etc.) and indent.

- Sheba lintho tse ka kelellong ea hau pele u ithuta, ebe u beha lethathamo lena ka lehlakore.

- Ithute ka nako e le 'ngoe letsatsi ka leng.

- Beha timer ea hora, u se ke ua itumella ho khaotsa ho ithuta ho fihlela e fela ⋀ (palo ea mathata a lokelang ho rarolloa, maqephe ao u lokelang ho a bala, joalo-joalo).

- Nka mekhelo.

- Beha lipakane tsa thuto ea hau ea nako eo e leng ea sebele.

Insert column break

Column 2

- Ithute sebakeng se hole le litsitiso tse kang laebraring, sebaka sa ho phomola ho ithuta, kapa sekolo se se nang letho.

- Etsa bonnete ba hore u na le sohle seo u se hlokang pele u qala.

- Etsa bonnete ba hore u robetse ka ho lekaneng, u ja hantle, 'me u ikoetlisa kamehla.

- Ho tseba seo u ithutang sona ho bohlokoa bophelong ba hau. ⋀ Tlosa maqhama pakeng tsa lintho tseo u se u ntse u le hona joale.

Candidate: Change to ONE column

‡

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

Ke habohlokoa haholo

‡

Candidate: Insert any bullets and indent

Etsa bonnete ba hore tikoloho ea hau e ntle ho ithuta: ha ho thelevishene, ha ho fono, ha ho na moahelani, ha ho mohlankana kapa kharebe.

QUESTION 9B: AFRICAN LANGUAGE (CONTINUED)

Etsa ho ithuta tshebetso e sebetsang; ngola lintlha ebe u etsa
lipampiri tsa tlhahlobo.

Ho kenya lithuto tsa mefuta e fapaneng ka lihlopha tse le 'ngoe,
mohlala, mohlala. Λ (a) ho bala, Λ (b) ho ngola,
Λ (c) ho ngola lintlha, Λ (d) ho tsoara ka hlooho,
joalo-joalo.

Insert in bold with TWO letter spaces

(20)
[35]

TOTAL SECTION B: 100
GRNAD TOTAL: 300