



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN690(E)(N18)H

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

18 November 2019 (X-Paper)
09:00–12:00

This question paper consists of 30 pages.

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

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

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

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

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

SECTION A: TYPING TECHNIQUE

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.

SECTION B: WORD PROCESSING

1. Answer ALL the questions.
2. Procedure for QUESTIONS 7A, 8A AND 9A: Key in, save and print.
3. Retrieve, copy and process according to the instructions in part B of each question. Print and hand in part A as well as part B.
4. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

GENERAL

1. You may use a computer ruler and ASCII codes.
2. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.

3. Use only COURIER NEW 12 pt except if otherwise indicated in the question paper.
4. Work fast in order to complete the question paper in time.
5. Save your work at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally – NO extra time will be allowed for loss of work.
6. In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.
7. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO questions without EXAMINATION NUMBERS will be marked.
8. At the end of the examination session, hand in the following:
 - 8.1 EXAMINATION FOLDER with PRINTOUTS to be marked in the same order as the questions in the question paper.
 - 8.2 The compact disk/memory stick on which your work was saved, properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Candidates' answers must be kept for at least 6 MONTHS.
 - 8.3 ALL other PRINTOUTS. NO PRINTOUTS may be taken out of the examination room or put into bins.
9. Any attempt to obtain information or to give information to another candidate is a violation of the examination rules and will be regarded in a serious light. If you are found guilty of such a violation, steps will be taken against you.

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

SECTION A

TYPING TECHNIQUE

	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: FLOW CHART	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 ALIGNMENT: Left FONT: Courier New 12 pt
<ol style="list-style-type: none">1. The timed accuracy test below must be keyed in ONCE only.2. The passage allows for speeds of 50 and 55 words per minute.3. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header.4. Save the document as Q1 and print.5. Your test must be collected and signed by the invigilator at the BEGINNING of the EXAMINATION. ALL pages need to be signed.	

Drought is not easily defined and it often depends to whom you speak. The South African Weather Service defines drought on the basis of the degree of dryness in comparison to normal or average amounts of rainfall for a particular area or place and the duration of the dry period. This is what is termed a meteorological drought. Less than 75% of normal rainfall is regarded as a severe meteorological drought, but a shortfall of 80% of normal rainfall will cause crop and water shortages which will ultimately affect social and economic factors.

Normal rainfall for a particular place is calculated over a 30-year period using for example rainfall figures from 1961 to 1990. Other climatic factors such as high temperature, high wind, low soil moisture and low relative humidity can significantly aggravate the severity of drought conditions and these additional factors should also be taken into account.

QUESTION 1 (CONTINUED)

Good governance is all about preparation for when you're hit by the unexpected. It is about planning for the future, doing the boring stuff when you can, so that as challenges emerge - as they always do - you can ride the turbulence. Be prepared. South Africa is getting quite a lesson in this reality. After load shedding we are now having to contemplate water shortages. Those who fail to plan really do plan to fail.

South Africa is facing water shortages after the worst drought since 1992. Drought in eastern and central South Africa around the turn of the year has slashed corn and sugar output and may trigger water shortages for homes and businesses. Weaker river flow also threatens water quality. South Africa is the 30th driest nation on earth according to the government, which expects water demand to outstrip supply as early as 2025.

Water will definitely be at a premium over the next few years. Toward the end of the dry season we will be in an even direr situation in terms of available water.

Southern Africa is currently in the grip of an intense drought, driven by one of the strongest El Nino events of the last 50 years. The ongoing El Nino has resulted in a severe drought across Southern Africa. Rains, which typically begin in October/November, have been 10 to more than 50 days late and significantly below average. Water

QUESTION 1 (CONTINUED)

quality may decline as rivers can't flush away sewage and dilute toxic discharges from mines.

This poor rainfall, in combination with above-average temperatures, has limited crop development, pasture regrowth and water availability. If rainfall remains below average, as forecasts suggest, the current growth season is likely to be one of the driest on record. → 50 wpm

Already regional food supplies are limited, staple food prices are higher → 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: Courier New 10 pt (Except where indicated otherwise)
1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. Take ALL proofreading signs into consideration. 3. Insert a TABLE. 4. Save the document as Q2 and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

List of dams in SA centre, 18 pt, sp caps, bold, double u/line, highlight text in full

‡ Candidate: Centre column headings horizontally and align at the bottom runs on

A dam refers **^** to / wall as well as / reservoir or lake **^** both runs on } 12 pt, ital, u/line

that builds up as a consequence.

<u>Name</u>	<u>Nearest locale</u>	<u>Province</u> uc, bold, shade
Berg River Dam	Franschhoek	Western Cape
Theewaterskloof Dam	Villiersdorp	Western Cape
Albert ^ Falls Dam ^ Falls	Pietermaritzburg	KwaZulu Natal
Gariiep Dam	Norvalspont	Free State
Hartbeespoort Dam	Brits	North West
Impofu Dam	Humansdorp	Eastern Cape
Kwene Dam	Lydenburg	Mpumalanga
Nandoni Dam	Thohoyandou	Limpopo
Roodeplaat Dam	Tshwane	Free State Gauteng stet
Vaal Dam	Deneyville	Free State [Gauteng
Boegoeberg Dam	Prieska	Northern Cape
Steenbras Dam	Somerset West	Western Cape
Inanda Dam	Hillcrest	KwaZulu Natal
Kalkfontein Dam	Koffiefontein	Free State
Madikwe Dam	Madikwe	North West

1 Net or working capacity sp

QUESTION 2 (CONTINUED)

runs on

<u>Impounds</u>	<u>Year Completed</u>	<u>Capacity¹</u> <u>[(megal)]</u>	<u>Surface</u> <u>[area</u> <u>[(km²)]</u>	<u>Wall</u> <u>[height</u> <u>[(metre)]</u>
Bergsig River del	2007	127,100	5.260	68
Riviersonderend River	1978	480,200	50.822	38
Umgeni River	1976	288,100	23.521	33
Orange River	1971	5,340,600	352.162	88
Crocodile River	1925	20.652	186,400	59
Krom River	1982	105,800	6.350	75
Crocodile River	1987	158,900	12.504	52
Levuvhu River	2004	166,100	15.700	47
Piensaars River	1959	41,200	3.952	59
Vaal River del move	1976	2,603,400	322.755	63
Orange River	1929	19,800	7.423	12
Steenbras River	1921	33,897	3.642	37
Umgeni River	1989	241,700	14.633	65
Riet River	1938	325,100	37.697	36
Thulane River	1939	14,000	4.318	17

uc,
bold,
shade

shade column and centre

Candidate: Align all figures right except Year completed column.
Sort the NAME column alphabetically with the corresponding data.

[40]

QUESTION 3: FINANCIAL STATEMENT

TIME: 25 minutes

MARKS: 40

MARGINS: 2,54 cm (1") LINE SPACING: Single (1) (Except where indicated otherwise) PAPER: A4 portrait	HYPHENATION: No ALIGNMENT: Left FONT: Arial 10 pt (Except where indicated otherwise)
1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Save the document as Q3 and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Statement of funds voted and expended
from / national revenue account NL } ← 14 pt, uc, bold, double u/line, centre

‡
 As part of financial effective management, this directorate has scheduled 8 meetings which have been held mainly with programme managers to evaluate budget spending. trs in full runs on

‡
 Candidate: Centre the column headings, underline and italics

Shade column

<u>Programmes</u> sp caps	<u>Voted</u> R'000	<u>Expenditure</u> R'000
Administration	137850	121049
Water resources <u>asesment</u> sp	67423	58621
Water resources planning	108416	97684
Water resources development	319331	302935
Regional implementation	1578571	1613893
Integrated water resources management	68930 trs	79026
Water services	63887	61809
→ Thefts and losses move	-	378
! <u>Sub</u> <u>total</u> indent ital	2815254	2675919
→ Forestry	460750	350998
! <u>Total</u> indent uc ← bold →	<u>2815254</u>	<u>2676297</u>

‡
 Candidate: Align figures right

QUESTION 3 (CONTINUED)

Presentation according to standard items

uc, bold

Main division *ital*

+

Personnel expenditure

332649

304533

Administrative expenditure

88875

~~96176~~

86000 *stet*

Inventories

61137

66090

Equipment

79213

60615

Land and buildings

23603

3732

Professional and **^** services **^** special

1023310

946989

Transfer payments

1201225

1193175

Miscellaneous expenditure *ital*

5242

4609

Plus: Special functions - thefts and losses

-

378

Total uc ← bold →

2815254

2676297

+

Water trading account uc, bold

Approved estimate

Expenditure

+

R'000

R'000

+

Integrated catchment management

301711

242133

Integrated systems

1138771 *trs*

1121631

Bulk water supply

324567

290853

Water services

624521

727254

Total operating expenditure

2372430

2399011

~~Expenditure~~ Income *del*

1638023

1559727

Net (loss)/surplus for / year uc ← bold →

-734407

-839284

[40]

QUESTION 4: FLOW CHART

TIME: 25 minutes

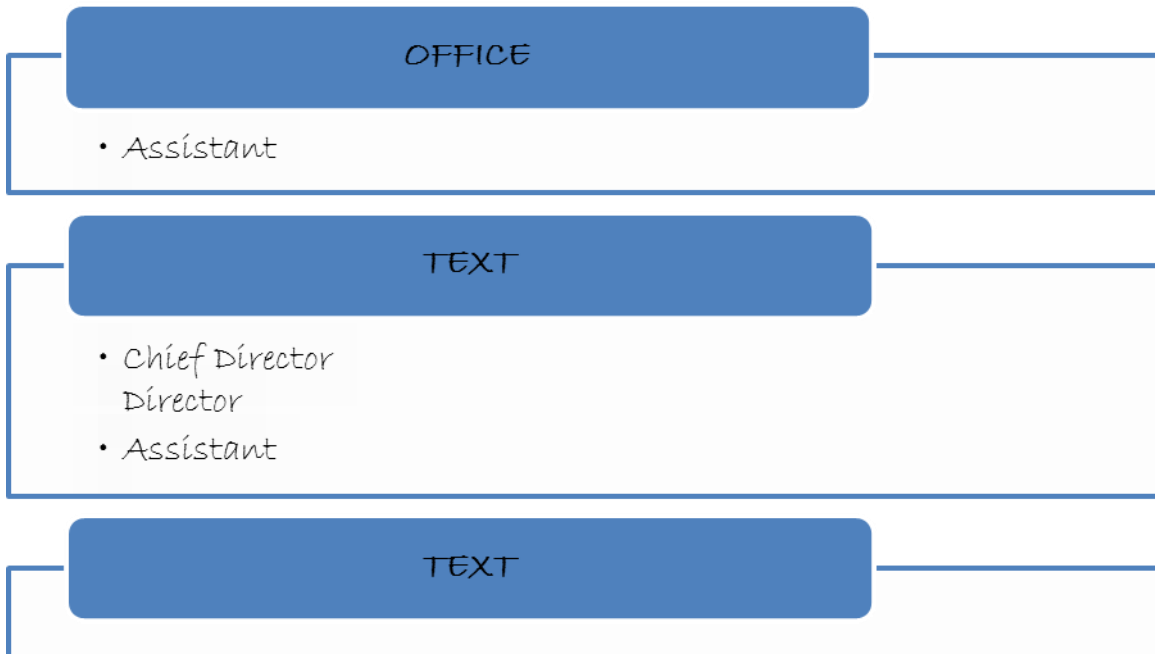
MARKS: 40

MARGINS: LEFT: 2,54 cm/1" RIGHT: 2,54 cm/1" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait ALIGNMENT: Left FONT: Arial 9 pt (Except where indicated otherwise)
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Insert a FLOW CHART. 5. Save the document as Q4 and print. 6. Put the PRINTOUT in your EXAMINATION FOLDER. 	

Department of Water Affairs Comic Sans 14 pt, sp caps, bold, centre, highlight text

‡
Organisational structure Comic Sans 16 pt, uc, bold, double u/line, centre

‡
Candidate: Use SmartArt, List, Vertical Box List and insert data, e.g.



Minister's Office 10 pt, uc, bold, ital, centre

- Special Policy Advisor del
 - Legal Advisor
 - Chief of Staff
 - Officer Parliamentary trs
- } 9 pt

QUESTION 4 (CONTINUED)

Deputy Minister's Office 10 pt, uc, bold, ital, centre
 Head of Administration [Parliamentary Officer } 9 pt, insert bullets
 [Personal Assistant

Director-General's Office 10 pt, uc, bold, ital, centre
 Chief Director: Director-General Support [Director:
 Administration Support [Director: Policy Support } 9 pt, insert bullets
 [~~Executive~~ Personal Assistant stet

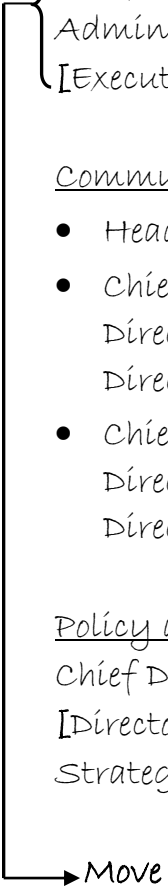
Director-General Support 10 pt, uc, bold, ital, centre
 Chief Director: Director-General Support [Director:
 Administration Support [Director: Policy Support } 9 pt, insert bullets
 [Executive Personal Assistant

Communications Services 10 pt, uc, bold, ital, centre

- Head of Communications
- Chief Director: ^ Communications ^ Corporate
 Director: Communications Production
 Director: Corporate Communication
- Chief Director: Stakeholder and Media Relations
 Director: Stakeholder Management
 Director: Media Relations

} 9 pt

Policy and Strategic Management 10 pt, uc, bold, ital, centre
 Chief Director: Policy and Strategic Management } 9 pt, insert bullets
 [Director: Monitoring & Evaluation in full [Director:
 Strategic Planning



→ Move

QUESTION 4 (CONTINUED)

Finance and Supply Chain Management 10 pt, uc, bold, ital, centre

Deputy Director-General: Finance and Supply Chain Management [Chief Director: Supply Chain Management
[Chief Director: Revenue and Budget Management [Chief Director: Financial and Asset Management [Chief Director: Property and Facility Management

sp } 9 pt, insert bullets

Human Resources 10 pt, uc, bold, ital, centre

Deputy Director-General: Human Resources [Chief Director: HR Strategy and Planning [Chief Director: People in full Management and Development [Chief Director: Employee Engagement [Chief Director: Business Planning

} 9 pt, insert bullets

[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 ALIGNMENT: Left FONT: Verdana 12 pt (Except where indicated otherwise)
1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. Take ALL proofreading signs into consideration. 3. Save the document as Q5 and print. 4. Put the PRINTOUT in your EXAMINATION FOLDER.	

Agri SA 36 pt, sp caps, bold, double u/line, centre

‡
Candidate: Create columns as indicated.

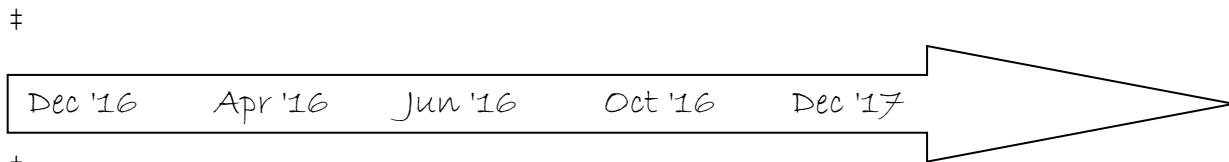
1 portrait 1/4	2 portrait 1/4	3 portrait 1/4	4 landscape 1/4
----------------------	----------------------	----------------------	-----------------------

Candidate: Replace the word El Niño with El Niño in bold and 16 pt.

Column 4

Insert the arrow and tables as indicated and change the content in arrow to 10 pt.

Timelines 12 pt, uc, bold, centre



‡
Candidate: Change all content in the tables to Verdana 8 pt, bold, centre, shade

Planting season - late, crop estimates 7,5 tonnes	runs on	Maize imports
--	------------	---------------

‡

Livestock crisis	Livestock crisis
------------------	------------------

‡

Other commodities	Citrus, oilseeds, wool and mohair, etc. runs on
-------------------	--

QUESTION 5 (CONTINUED)

Column 2

Candidate: Centre content in column vertically.

Climatic conditions uc, bold, centre, highlight

‡
Insert any bullets

The delayed start of the **^** October to Dec was / driest on **^** season, in full record for parts of central South Africa. Temperatures have also NP sp been above average and an analysis of satellite-derived pictures indicates that vegetation conditions across large parts of / region highest are at their lowest levels in / past fifteen years. **stet** in figures

Column 1

Candidate: Centre content in column vertically.

Introduction uc, bold, centre, highlight

‡
→ Move

‡
The ongoing El Niño has resulted in a drought severe across Southern Africa. Rains which typically begin in ~~June~~ del October/November have been 10 to more than 50 days late and significantly below average.

{ Southern Africa is currently in / grip of an intense drought driven by one of / strongest El Niño events of / last 50 years.

QUESTION 5 (CONTINUED)

Column 3

Candidate: Centre content in column vertically.

Staple cereal prices uc, bold, centre, highlight

‡

Staple cereal prices have been increasing in a number of southern African countries mainly due to limited supply.

The region as a whole is well above / five-year average prices. in figures

‡

% above 5-year average bold, u/line, centre

‡

Candidate: Insert tables as indicated, centre content and change countries to 9 pt, bold and italics. Percentages must be in 10 pt. Shade the column of South Africa.

Zambia 3%	Zimbabwe 19%
‡	
Malawi 4.8%	South Africa 34.9%
‡	
Lesotho 15.9%	Mozambique 41.9%
‡	
Tanzania 19%	Madagascar 27-40%

[40]

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

LEFT: 2,54 cm (1")

RIGHT: 2,54 cm (1")

LINE SPACING: Double

(Except where indicated otherwise)

PAPER: A4 portrait

HYPHENATION No

ALIGNMENT: Left

FONT: Courier New 12 pt

1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header.
2. Key in the following text exactly as it is.
3. Do not break off words at the end of a line, but key in the whole word on the next line.
4. Save the document as Q6 and print.
5. Put the PRINTOUT in your EXAMINATION FOLDER.

Nangona ezinye izinto ezingcolisayo ezifana neebhaktheriya, iintsholongwane kunye ne-phosphorus zingancitshiswa ngokudlula emhlabathini phantsi kweemeko ezithile, amanzi angaphantsi angakwazi ukungcola kalula ngamachiza kunye namafutha. Amanzi angaphezulu achaphazeleka ngumhlaba kunye nokungcoliswa kwamanzi njengoko kuthathwa ngamanzi phezu komhlaba.

Sebenzisa ezinye iindlela ezinobuthi onobuthi kunye ne-toxic to pesticides kunye neekhemikhali zekhaya.

Unakekele inkqubo yakho ye-septic.

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

SECTION B

WORD PROCESSING

WORK FAST AND ACCURATELY

			TIME	MARKS
QUESTION 7:	AFRICAN LANGUAGE	A B	9 minutes 12 minutes	15 20
QUESTION 8:	DISPLAY	A B	9 minutes 12 minutes	15 20
QUESTION 9:	MAIL MERGE	A B	6 minutes 12 minutes	10 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 ALIGNMENT: Left FONT: Courier New 12 pt
<ol style="list-style-type: none"> 1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. Key in the text below exactly as it is. 3. Save the document as Q7A and print. 4. Put the PRINTOUT in your EXAMINATION FOLDER. 	

Landela iikhompyutheni zephakeji kwizibulala-zinambuzane, izichumisi kunye nezinye iikhemikhali zekhaya.

Khangela itanki yakho yokugcina indawo yamanzi rhoqo ukuvuza.

Umhlaba wovavanyo rhoqo kwiminyaka emibini ukugqiba amanqanaba ezondlo ezikhoyo kunye ne-pH ngaphambi kokuba ufake iifomethri.

Ukusetyenziswa kokusetyenziswa kweetroticides okanye iikhemikhali zekhaya.

Phalaza iikhemikhali phantsi kwequla okanye indlu yangasese.

Faka isicelo sesichumiso ngaphakathi kweenyawo ezili-25 zamanxweme kunye nemilambo.

Thenga iintlobo ezininzi zee-pesticides okanye iikhemikhali ezinobungozi kunokuba ufuna.

(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: A5 portrait HYPHENATION: No ALIGNMENT: Left FONT: Arial 8 pt (Unless otherwise indicated)
1. Retrieve the document saved as Q7A. 2. Change QUESTION 7A to QUESTION 7B in the header. 3. Process according to the instructions. 4. Save the document as Q9B and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Insert a double page border.

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

Insert a header, Arial Narrow 8 pt, capital letters, bold, italics, right-aligned

Uvela phi amanzi akho okusela?

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

Gcina iimfucu ezinobungozi emakhaya ngaphandle kwamanzi akho okusela!

Insert, Bradley Hand ITC 14 pt, uc, bold, centred, border around text, shaded

Ukucoceka kwamanzi okusela

‡

Insert, Comic Sans 12 pt, uc, bold, double u/line, right-aligned

Kutheni ufanele uxhalabele?

‡

Candidate: Copy QUESTION 6 as indicated.

Insert numbered paragraph headings with TWO letter spaces and indent content below headings.

Ukungcola Comic Sans 9 pt, uc, u/line, bold

‡

Candidate: Change content to Arial 9 pt

Nangona ezinye izinto ezingcolisayo ezifana

nebhaktheriya, iintsholongwane kunye ne-phosphorus

ital

zingancitshiswa ngokudlula emhlabathini phantsi kweemeko ezithile, amanzi angaphantsi angakwazi ukungcola kalula ngamachiza kunye namafutha.

‡

QUESTION 7B (CONTINUED)

Amanzi angaphezulu *Comic Sans 9 pt, uc, u/line, bold*

‡

Candidate: Change content to Arial 9 pt

Amanzi angaphezulu achaphazeleka ngumhlaba kunye nokungcoliswa kwamanzi njengoko kuthathwa ngamanzi phezu komhlaba.

‡

Candidate: Create TWO columns and change content to Arial 8 pt

Column 1

Insert heading in spaced capital letters, bold

Yenza¹

‡

Insert footnote, Arial 8 pt, with the words:

I-dos yokucina amanzi ahlambulukileyo

Insert any bullets and indent.

Sebenzisa ezinye iindlela ezinobuthi onobuthi kunye ne-toxic to pesticides kunye neekhemikhali zekhaya.

‡

Unakekele inkqubo yakho ye-septic.

‡

Insert QUESTION 7A

Landela iikhompyutheni zephakeji kwizibulala-zinambuzane, izichumisi kunye nezinye iikhemikhali zekhaya.

‡

Khangelela itanki yakho yokucina indawo yamanzi rhoqo ukuvuza.

‡

Umhlaba wovavanyo rhoqo kwiminyaka emibini ukugqiba amanqanaba ezondlo ezikhoyo kunye ne-pH ngaphambi kokuba ufake iifomethri.

Insert column break

Column 2

Insert heading in spaced capital letters, bold

Ngakhoⁱ

‡

Insert endnote, Arial 8 pt, with the words:

Ukuze uthole olunye ulwazi qhagamshelana newebsite yethu

QUESTION 7B (CONTINUED)

Insert any bullets and indent.

Ukusetyenziswa kokusetyenziswa kweetroticides okanye iikhemikhali zekhaya.

‡

Phalaza iikhemikhali phantsi kwequla okanye indlu yangasese.

‡

Faka isicelo sesichumiso ngaphakathi kweenyawo ezili-25 zamanxweme kunye nemilambo.

‡

Thenga iintlobo ezininzi zee-pesticides okanye iikhemikhali ezinobungozi kunokuba ufuna.

‡

^ Ukukhupha iikhemikhali ezinobungozi ngokuzityhila phantsi okanye ufike emhlabathini.

(20)
[35]

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 ALIGNMENT: Left FONT: Courier New 12 pt
1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. Save the document as Q8A and print. 3. Put the PRINTOUT in your EXAMINATION FOLDER.	

Clean drinking water

‡

For more information contact the Drinking Water Source Protection Programme at (011) 654 2135 or visit our website:

<http://gov/organisation/divisions/water>

‡

Drinking water comes from either groundwater or surface water.

Groundwater is the water which flows through the spaces between soil particles and fractures in rock. Surface water comes from rainfall and snowmelt running over land and from groundwater seepage into lakes, rivers and reservoirs.

‡

Automotive fluids Auto batteries Used motor oil Oil-based paint
Paint thinner Antifreeze Pesticides Cleaning products Gasoline

(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 landscape HYPHENATION: Yes ALIGNMENT: Left FONT: Courier New 12 pt (Unless otherwise indicated)
<ol style="list-style-type: none"> 1. Retrieve the document saved as Q8A. 2. Change QUESTION 8A to QUESTION 8B in the header. 3. Process according to the instructions. 4. Save the document as Q8B and print. 5. Put the PRINTOUT in your EXAMINATION FOLDER. 	

Candidate: Centre page 1 vertically and horizontally

Clean drinking water *uc, Arial 18 pt, bold and shadowed*

‡

Insert a double-border around the following text:

For more information contact the

[Drinking Water Source Protection Programme¹ at

[(011) 654 2135 or visit our website:

[<http://gov/organisation/divisions/water>

*double u/line
double u/line*

*} NP,
← Arial 12 pt*

Insert an endnote, Courier New 8 pt with the following words:

Department of Environmental Affairs

Insert a page break

Insert in capital letters, Century Gothic 12 pt, bold, centred and highlighted:

Where does drinking water come from?

‡

Drinking water comes from either groundwater or

u/line

surface water.

u/line

‡

Candidate: Change content to TWO columns, insert bullets and indent.

QUESTION 8B (CONTINUED)

Column 1

Insert a footnote, Courier New 8 pt with the following words:

It comes from rain and snowmelt percolating through the ground.

Groundwater¹ is the water which flows through the spaces between soil particles and fractures in rock.

*14 pt, uc, bold double u/line
italics
italics*

Column 2

Surface water comes from rainfall and snowmelt running over land and from groundwater seepage into lakes, rivers and reservoirs.

*14 pt, uc, bold double u/line
italics*

Cancel columns

‡
Candidate: Insert a single-border around the following text and shade the content in the border.

Insert in capital letters, Verdana 12 pt, bold, centred and highlighted:

Keep hazardous household waste out of your drinking water!

‡
Candidate: Insert new lines as indicated and tab as indicated.

Automotive fluids *Tab 1* [Auto batteries *Tab 2* [Used motor oil
Tab 3 [Oil-based paint *Tab 4* [Paint thinner *Tab 5* [Antifreeze
Tab 6 [Pesticides *Tab 7* [Cleaning products *Tab 8* [Gasoline

(20)
[35]

QUESTION 9A: MAIL MERGE**TIME: 6 minutes****MARKS: 10**

1. Create the fields/field names below.
2. Ensure that your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER appear on the PRINTOUT.
3. Use Comic Sans MS 10 pt. Use landscape orientation.
4. Save the document as Q9A and print.
5. Put the PRINTOUT in your EXAMINATION FOLDER.

FIELD NAMES	CUSTOMER 1	CUSTOMER 2	CUSTOMER 3
DATE	Today's date	Today's date	Today's date
RECIPIENT	Mr KG Pearson	Ms M Harvey	Mr Z Baloyi
ADDRESS	PO Box 9012	PO Box 3456	PO Box 7890
TOWN	CENTURION	JEFFREYS BAY	VANRHYNSDORP
CODE	0140	6330	8170
MUNICIPALITY	TSHWANE	KOUGA	MATZIKAMA
WELL/INTAKE PIPE	intake pipe	well	well
CONTACT PERSON	A MAIMANE	TL DUBE	R ROBINSON

(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 ALIGNMENT: Left HYPHENATION: No FONT: Comic Sans MS 12 pt (Unless otherwise indicated)
1. Key in your EXAMINATION NUMBER left, the QUESTION NUMBER and your STATION/COMPUTER NUMBER right as a header. 2. Insert the fields/field names as indicated and key in the text below. Process according to the instructions. 3. Save the document as Q9B and print. Put the PRINTOUT in your EXAMINATION FOLDER. 4. Merge the documents and save as Q9C. Print the merged documents and put the PRINTOUTS in your EXAMINATION FOLDER. Ensure that the footnote number stays the same on every page.	

Insert a footer, Comic Sans 8 pt, bold, double u/line, right-aligned

Website: <http://gov/organisation/divisions/water>

→ Candidate: Insert a triple border around the following text and shade.

«MUNICIPALITY» Department Bradley Hand ITC 26 pt, uc, bold, centre

‡

of environmental affairs Bradley Hand ITC 26 pt, uc, bold, centre

‡

Candidate: All field names must be in bold.

«DATE» right-align

‡

«RECIPIENT»

«ADDRESS»

«TOWN»

«CODE»

‡

Dear «RECIPIENT»

‡

QUESTIONS 9B AND 9C (CONTINUED)

The purpose of this letter is to ask for your cooperation in ensuring safe drinking water for the «MUNICIPALITY» water system.

trs runs on

If we are all careful, substances that could pollute our drinking water will never find their way to our «WELL/INTAKE_PIPE».

‡

Insert a footnote, Comic Sans 8 pt with the following words:

Clean drinking water for all

Your property is located within / area from which water flows to our «WELL/INTAKE_PIPE». Your activities can also effect / water

sp

clients

quality at your own property. [The management and ~~users~~ of this public water supply appreciate your cooperation.

NP stet

‡

‡

‡

Insert a leader tab stop on 5,08 cm/2"

.....

«CONTACT_PERSON»

«MUNICIPALITY» water system Lucida Handwriting 14 pt, uc, bold, italics, u/line

(20)

[30]

TOTAL SECTION B: 100
GRAND TOTAL: 300