**INTRODUCTORY COMPUTER PRACTICE**

**Microsoft Windows 10**

**Microsoft Office 2016**

**MEMO: TOPIC 1**

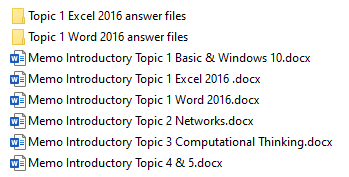
**WORD PROCESSING: MICROSOFT WORD 2016**

**Topic 1.8, 1.9, 1.12**

NOTE:

The Word answer files are in the folder **Topic 1 Word 2016 answer files**.

Practical Word files



**TO THE LECTURER**

**Getting started**

It could be difficult to get started with MS Word and creating, saving and editing word processing documents. Some of the students might be good typists because they have learned it before, but some will not know a keyboard and not know how to do touch typing and using the correct fingers.

They all have to know how to start MS Word, learn about using the mouse, learn about the Word screen, ribbons, etcetera. They can all do this together.

Typing: all students can start together, learning about the keyboard and the keys. First test the students who said that they can type; give a typing exercise and check what they can do, correct fingers, doing touch typing, typing speed and accuracy. Give them more typing exercises to do (Topic 1.11). Get started with the beginners for correct typing skills.



It is recommended to have a keyboard image displayed on a big screen or have a large image of the keyboard in front of the classroom. Teach the students to keep their eyes on this image while doing touch typing. Also, teach them to type rhythmically; you can use a metronome to keep the rhythm at various speeds. A metronome is a device used as a practice tool to help maintain a steady tempo while learning difficult passages. It is also used in live performances and recording studios to ensure an accurate tempo throughout the performance or session.

The students also need to learn all computing concepts from 1.1 to 1.4. Split your lesson; do some theory every day in a practical, enthusiastic way, use pictures, etc.; the students should point out components of the computer, draw diagrams, discuss. Then follow up with the practical typing. Beginners should practise as much as possible in free time when computers are available. They should learn the keyboard like they learned the alphabet. If some students are really good typists, give them free periods and keep only the beginners in the classroom. They should learn as quickly as possible.

The Paint program is excellent to teach students mouse skills. Let them draw pictures in Paint, playing around and adding colour; they enjoy and learn to use the mouse. See 1.6.11.

This book has many exercises to keep the best students busy!

When teaching word processing, let them do practically on the screen while learning. For example, keep the Word window open when doing 1.9 and let the student find the window elements on his computer screen. There are exercises in the Word practical folder, such as **Jobs.docx**, that they can use to practise the different functions while learning. Use it! Do not save it and they can use it over and over to practise functions like Copy and Paste. Practise makes perfect!

**Keep record of student's performance**

It is important to keep track of the student's performance, exercises completed: good, bad, etcetera. They should learn to correct their errors and reprint the exercise. Students should keep their practical work together in a Introductory Computer Practice file.

In the Practical Introductory folder, the student will find a **I can do checklist.docx** file. The student should use this file to tick off the items he mastered in each Outcome and think he could do. They could print this file and keep it in their folder as a record or tick off in the file and save it.

Screenshots or the Snipping Tool can be used and the results pasted into a Word document to answer certain questions, for example to show a page number entered.

YOUR NEW BUSINESS

Use your smartphone as a marketing tool

1 February 2021

If you have a business and do not yet use available technology for marketing, perhaps it is time to consider and learn to use these tools. The number of people having access to smartphones and the Internet is rapidly growing, so use it. If you do not have access to a computer, but have a smartphone, use it as a tool for marketing your business.

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The decline in family time coincides with a rise in Internet use and the popularity of social networks like Facebook, Twitter and My Space are booming, along with the importance people place on them.

The biggest effect the Internet will have is not how we play or communicate, but how we learn.

Convince the people you work for in every possible way to give you an opportunity to manage more work, more systems and other people.

Gain management experience, save money.

Start a business.

Business Technologies: Training

Computer training is an important aspect of your staff members' development, especially now that computers are being used widely.

Training in Business Technology offers management a wide spectrum of courses from the 1stApril 2021.

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Computer training is an important aspect of your staff members' development, especially now that computers are being used widely.

Training in Business Technology offers management a wide spectrum of courses from the 1stApril 2021.

In the attached brochure, details are included concerning the cost and duration of the course. All costs are billed according to the Value-for-money method.

We also offer a comprehensive consulting service. This involves an analysis of your department's computer training needs. An hourly fee is payable and will also be a Value-for-money billing.

The following recommendations are made in connection with:

The effective use of computer hardware,

Software to streamline work flow, and

more economic work procedures.

Jenny Smith will be pleased to assist you.

**🕿** (021) 40057

We are looking forward to hearing from you.

PC STRESS

The idea that your PC would help cut office stress as it made you more productive sounded really good the first time you heard it, didn't it? But has it really happened that way?

For most office workers, the PC has in fact helped them achieve increased productivity. The PC has brought better information. It has facilitated better decisions. But it has also brought its share of pressures and has added significantly to the job stress of most office workers interviewed in a recent Learning Systems survey. In fact, nearly 70% of the survey respondents said the PC has added "significant" stress to their jobs.

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Some golden rules to combat pressure

Do not take life too seriously. People invest too much in small things. There is a fear of failure.

Be more giving. Self-centered people are the ones who are most likely to suffer burnout from stress.

Live a life of gratitude. Be thankful for little things, like your health and family.

Understand your values and who you are. We severely underestimate what we can do.

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Stop striving for perfection. Perfectionists become stressed if they make mistakes, and if others don't fulfil their expectations.

At middnight on December 31, 1999 the datte stored in millions of compuputers around the world will turn the whole clock to the year 00 but they will not ‘know’ if it is 1900, 2000 or, for thart matter, 3000, because most were told that they were created in the late 20th century. Could you possibly end up being billed for the konstruktion of the pyramids or put on early retaairment?

The according to a recent repoort, could be massive failures in everything from kredit kards, telephones and military harsdware to chip-controlled sistims in factories, motorcars and hoshospitals.

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**COMPUTERS PAST AND PRESENT**

**History of computers**

It is not difficult to learn to format a document. It is not LONG BEFORE THE MOUSE GOES AUTOMATICALLY to the Format Font command to change the selected text to a ***Times New Roman*** font, to increase the font size, or to apply a **boldface** or italic style.

What is not easy, however, **is to teach discretion in applying formats**.

Too many different formats on the page can be very **distracting**.

**MARKETING YOURSELF**

**Introduction**

Planning for a career and obtaining a job entails the process of marketing yourself. It involves thoughtful **planning**, **implementation** and **control**. You may have many assets including several activities, relevant work experience, an impressive grade point average, good communications skills and leadership qualities. However, you still need to market yourself.

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Even the best products can remain unsold unless marketed effectively.

The process of obtaining employment involves the same activities that marketing managers use to develop and introduce products into the marketplace.

The distinction is that you are marketing yourself instead of a product.

Analyse your personal qualities and identify career opportunities. Then select a target market. This comprises those job opportunities that are compatible with your interests, goals, skills and abilities. The "product" is you: you must decide how to "position" yourself in the job market. The "price" component of the market mix represents the salary range and job benefits (such as health and life insurance, vacation time and retirement benefits) that you hope to receive. "Promotion" involves communicating with prospective employers through written correspondence and job interviews.

**Activity 1.32, nr. 1**

**PROGRESS COMPUTERS**

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Do you have any computer problems?

Do you want to upgrade your **PC**?

Call us at PROGRESS IT (Information Technology)

We charge less than any other company for labour.

We do small scale home and office networks.

We do hardware and software installations.

**Any computer problems, we solve**

Call us at **086 777 3997**

**Call now and get a Windows 7 OEM CD**

(Only available to the first 3 callers)

**Activity nr. 32, nr.3**

**PROGRESS COMPUTERS**

Do you have any computer problems?

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We sell a wide range of computers, printers and software.

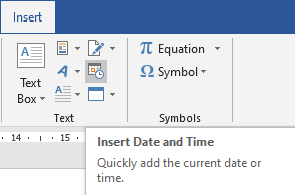
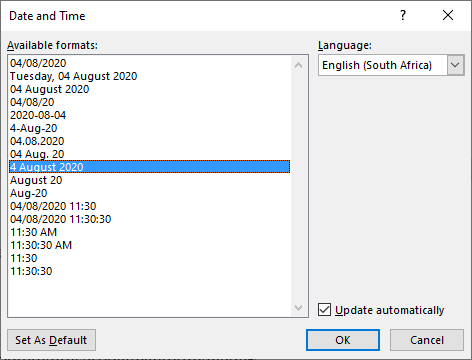
**Thinking of a new Career in Computers?**

**Get certified and work within six months.**

Call us at **086 777 3997**

**Call now and get a WINDOWS 7 OEM CD**

(Only available to the **first** caller)

**To the lecturer:**

To insert the current date:

⏵ On the *Insert* tab, *Text* group, click on the *Insert date and time* icon, choose a format, select *Update automatically*. Click *OK*.

The date will be updated automatically when opening the file.

**Activity 1.33**

**TIME TO PLAN YOUR BUSINESS DAY**

Date: 17 August 2020

Staff members’ Development for 202?

A few simple changes will help you become **more productive and achieve** what you want to in your business day.

Training in Time Management offers a wide spectrum of courses during April 202?. In the attached brochure, sample exercise programs are included. The better your health, the more energy you will have every day to carry out your priority activities. All costs are billed according to the *Value-for-money* method.

We also offer a comprehensive motivational service presented by our motivational speaker. Hear his time management tips to add more productive hours to your business day. **An hourly fee is payable** and will also be a *Value-for-money* billing.

Recommendations are made in connection with:

**Planning** your business day,

How to tackle the **priority tasks** first, and

How to plan your **e-mail activity**.

Your training needs are very important to us.

Joan Mills will be pleased to visit your company to assist you.

* (011) 473562

We are looking forward to hearing from you.

**To the lecturer:**

**Optional hyphens (soft hyphens) inserted manually CTRL + HYPHEN**

Optional hyphens can be inserted manually in the desired positions to make the right-hand margin more even.

⏵ Click on the position where a word must be divided in order to make the margin more even.

⏵ Press Ctrl + - (hyphen).

On the screen it appears as follows: ¬

Example:

xxx xxxx xxxx xxxxxx xxxxx xxxxxxxx xxx xxxxx xxxxx xxxxx xxxx xxx xxx

xxxxxxxxxxxxxxx xxx xxxx xxxxx xxx xxx.

This space can be filled. Divide the first word on the next line by means of a soft hyphen.

(CTRL + -)

Ctrl + **-** here.

**Activity 1.34**

Relationships

Connection is one of the most important business and lifeskill sets you'll ever learn. People do business with people they know and like.

Connecting means sharing my knowledge and resources, time and energy to provide value to others. Like business itself, being a connector is not about managing transactions, but about managing relationships.

People who instinctively establish a STRONG NETWORK OF RELATIONSHIPS have always created great businesses. If you strip business down to its basics, it's still about people selling things to other people. That idea can get lost in the hubbub the business world perpetually stirs up around everything from brands and technology to design and price considerations in an endless search for a competitive advantage.

Networking

I learned that real networking was about finding ways to make other people more successful. It was about working hard to give more than you get. And I came to believe that there was a litany of tough-minded principles that made this softhearted philosophy possible.

These principles would ultimately help me achieve things I did'nt think I was capable of.

**RELATIONSHIPS**

Student's name, adress and date inserted

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**Big pay equals big headaches**

You may look forward to it at the end of every month, but that welcome pay packet has been identified as a ***major source of stress*** in modern society.

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**Keys to Job Satisfaction**

**Consider strategies to improve job satisfaction**

Depending on the underlying cause of your lack of job satisfaction, you may have many options for increasing your job satisfaction. For example:

**Create new challenges**

Take on a project that can motivate you and give you a sense of control. Start small, such as organising a work-related celebration, before moving on to larger goals. Working on something you care about can boost your confidence and job satisfaction.

**Mentor a colleague** Delete double word "it"

Once you've mastered a job, you may find it it becoming routine. Helping a new team member or an intern advance his or her skills can restore the challenge and the job satisfaction you desire.

**Break up the monotony**

If you're feeling bored or unchallenged, talk with your supervisor about cross-training. Perhaps you could train for new or additional tasks. If you hear that your company is launching a new project, volunteer for the team.

**Stay positive**

Use positive thinking to reframe your thoughts about your job. When you catch yourself thinking your job is terrible, stop the thought in its tracks. Remember, everyone encounters good days and bad days on the job.

**Look for the silver lining**

Imagine that you receive a less than stellar performance appraisal. Instead of taking it personally or starting to search for another job, look for the silver lining — such as the opportunity to attend continuing education classes or work with a performance coach. Take satisfaction in your ability to put performance feedback to work.

**Learn from your mistakes**

Don't let failure defeat you or erode your job satisfaction. When you make a mistake at work, learn from it and try again. Perhaps the mistake will eventually lead to a great success.

**Be grateful**

Gratitude can help you focus on what's positive about your job. Ask yourself, "What am I grateful for at work today?" If it's only that you're having lunch with a friendly colleague, that's OK. Find at least one thing you're grateful for and savor it.

**Nurture your passion**

If your job satisfaction has waned but seeking a new job isn't a realistic option, you might consider your current job as a welcome paycheck that allows you to focus your energy on an important hobby or interest outside of work. Sometimes work is simply a means to enjoy those things you're truly passionate about.

**More job satisfaction can mean less stress**

Whether your work is a job, a career or a calling, you can take steps to restore meaning to your job. Make the best of difficult work situations by maintaining a positive attitude. Be creative as you think of ways to change your circumstances — or how you view your circumstances. Doing so can help you manage your stress and experience the rewards of your profession.

**Keys to Job Satisfaction**

**Do you get a satisfied feeling after a hard day at work?**

If some job satisfaction surveys are to be believed then as many as a third of us are considering a change of job. Clearly many are finding it hard to get that feeling of satisfaction from work.

Job satisfaction is important not just because it boosts work performance but also because it increases our quality of life. Many people spend so much time at work that when it becomes dissatisfying, the rest of their life soon follows.

Everyone's job is different but here are 10 factors that psychologists regularly find are important in how satisfied people are with their jobs.

**1. Little hassles**

Actually, people's job satisfaction is surprisingly sensitive to daily hassles. It might not seem like much but when it happens almost every day and it's beyond our control, it hits job satisfaction hard.

This category is one of the easiest wins for boosting employee satisfaction. Managers should find out about those little daily hassles and address them—your employees will love you for it.

**2. Achievement**

People feel more satisfied with their job if they've achieved something. In some jobs achievements are obvious, but for others they're not. As smaller cogs in larger machines it may be difficult to tell what we're contributing.

**3. Feedback**

There's nothing worse than not knowing whether or not you're doing a good job. When it comes to job satisfaction, no news is bad news. Getting negative feedback can be painful but at least it tells you where improvements can be made. On the other hand, positive feedback can make all the difference to how satisfied people feel.

**4. Complexity and variety**

People generally find jobs more satisfying if they are more complex and offer more variety. People seem to like complex (but not impossible) jobs, perhaps because it pushes them more. Too easy and people get bored.

To be satisfied people need to be challenged a little and they need some variety in the tasks they carry out. It sounds easy when put like that but many jobs offer neither complexity nor variety.

**5. Control**

You may have certain tasks you have to do, but how you do them should be up to you. The more control people perceive in how they carry out their job, the more satisfaction they experience.

If people aren't given some control, they will attempt to retake it by cutting corners, stealing small amounts or finding other ways to undermine the system. Psychologists have found that people who work in jobs where they have little latitude - at every level - find their work very stressful and consequently unsatisfying.

**6. Organisational support**

Workers want to know their organisation cares about them: that they are getting something back for what they are putting in. This is primarily communicated through things like how bosses treat us, the kinds of fringe benefits we get and other subtle messages. If people perceive more organisational support, they experience higher job satisfaction.

PUBLIC SPEAKING

One of life's most important skills

People dream up the most amazing excuses for not accepting the challenge of public speaking. But sooner or later you will have to stand up and address a group, whether at a wedding, a birthday party, or at a business conference.

Delete double word "an"

First impressions are lasting impressions. The first 10 seconds of making an an appearance, before you even said a word, is when the most critical judgement is made by audiences, while what is communicated after that has to be highly effective and polished to be acknowledged.

The student has to print the following documents:

**Exercise2**, **Edit2**, **Market4**, **Exercise3**, **Staff Develop2** and **Network2**.

The lecturer can check the printouts for errors, give marks and keep record of the student's activities completed. The answers are in this memo.

**Exercise2: Activity 1.21**

**Edit2: Activity 1.23**

**Market4: Activity 1.31**

**Exercise3: Activity 1.32**

**Staff Develop2: Activity 1.33**

**Network2 Activity 1.35**

SHORT COURSES FOR LONG-TERM SUCCESS

Office Administration Cape Town 20 August R3 400

Public Relations Port Elizabeth 19 July R2 800

Labour Relations Polokwane 28 August R3 600

Business Management Johannesburg 16 September R4 600

Marketing Management Durban 28 July R3 500

**SONY'S VISION FACTORY**

17 August 2020

Anyone who's ever picked up a Sony product can sense from its nearly totemic magic that Sony designers learn early on: **form is content**. Sony won in the past by staying several technological steps ahead of its competitors. As the company edges into the 21st century however, it faces new rivals in both the computer and broadcasting businesses.

**YEAR PRODUCT COMMENT**

1975 Betamax VCR Original success, but later loses to VHS

1979 Sony Walkman First personal stereo tape deck

1985 Sony Handycam First hand-held video recorder

1995 Video game Grabs 80% of market from Sega

1996 “PC by Sony” Souped up audio and video

No longer is it enough to offer hot products. Now even the very basic gadgets have to be able to talk to each other, or to offer audio, video and computing capabilities simultaneously, and still be small and user friendly.

*Trade mark: SONY The Sony Culture: Innovation*

**WORK OPPORTUNITIES**

**HERE ARE BASIC GUIDELINES ON HOW TO APPROACH AN INTERVIEW**

**First impressions count** – if you are lucky enough to be invited for a personal **interview**, use it to the best of your ability. Pay attention to clothes and grooming. Despite all that has been set about freedom and individuality, most companies prefer a fairly conservative look for their employees.

Your *curriculum vitae* provides a potential employing authority with a résumé of your qualifications for a particular task. In short, your CV, accompanied by a letter is the starting point on the way to an **interview**.

**HOW TO PREPARE A CURRICULUM VITAE**

Know exactly the type of work you are looking for, then write a CV that fits the task descrip­tion. Start with the most recent task.

Supply biographical details: name, birthdate, and marital status, etc.

Supply your addresses: the home and postal address, the relevant telephone numbers (*cell phone number if available*) and e-mail address.

Keep details about education simple.

Summarize your work experience

**WORK EXPERIENCE**

Give a short résumé of your main experiences and accomplishments. The information should prove that your task objective is realistic. Always be honest. Do not use incorrect dates. Include any in-house courses you have completed with past employers.

Remember that your curriculum vitae is an advertisement.

To complete the CV attach copies of your ID-document and drivers license (*if and when applicable*)

There are many people and organisations who can offer you good advice. They know what the skill shortages are, and they will be able to direct you.

**World Cup small business opportunities**

What opportunities does a soccer world cup hold for South African small businesses and entrepreneurs?

Expenditure leading up to and including the soccer world cup will include:

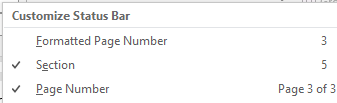
1. Telecommunications network
2. Media requirements
3. Domestic transport
4. FIFA headquarters/executive offices
5. Provision of necessary infrastructure
6. IT solutions

7. Television and broadcasting

**To the lecturer:**

The students do the exercise and do not save the document. The answer is saved in the practical Memo folder, named **Run a Business Answer.docx**

Check that the students do have 5 sections.

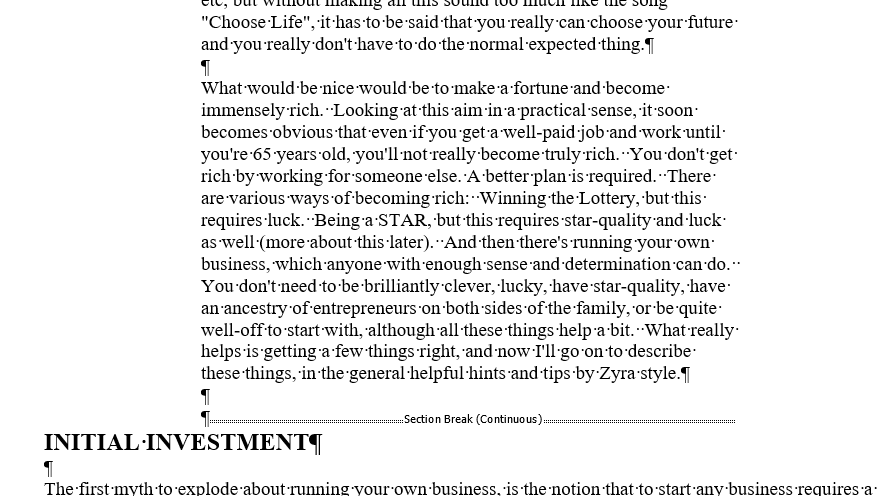


To display the sections on the status bar, if not seen on the left of the status bar:

⏵ Right-click the status bar and select *Section*.

⏵ Click in the sections to see how the section changes.

One section's margins can, for example, now be changed. In this exercise the student should change the margins of Section 2. Students can print only this page to check if they could do it.



**Alignment and line spacing**

**Align left:**

HR Administration Office

Musmang Limited

P.O. Box X0053

DURBAN

0001

**Align right:**

HR Administration Office

Musmang Limited

P.O. Box X0053

DURBAN

0001

**Align centre:**

HR Administration Office

Musmang Limited

P.O. Box X0053

DURBAN

0001

**Paragraph FULL ALIGNMENT (JUSTIFIED):**

You can only underestimate the impact which you personally have upon the habits and effectiveness of your group. As the leader of a team, you have the authority to sanction, encourage or restrict most aspects of their working day, and this places you in a position of power - and responsibility.

**Right align each line:**

MANAGE YOUR TIME AND SPACE

LIMIT TECHNOLOGY INTERRUPTIONS

ORGANISE YOUR WORKSPACE

**Paragraph in double line spacing, left aligned:**

When thinking about motivation it is important to take the long-term view. What you need is a sustainable approach to maintain enthusiasm and commitment from your team. This is not easy; but it is essential to your effectiveness.

**Paragraph in 1½ line spacing, left aligned:**

As the manager, you set the targets - and in selecting these targets, you have a dramatic effect upon your team's sense of achievement. If you make them too hard, the team will feel failure; if too easy, the team feels little. Ideally, you should provide a series of targets which are easily recognised as stages towards the ultimate completion of the task.

**Paragraph in single line spacing and apply FULL ALIGNMENT:**

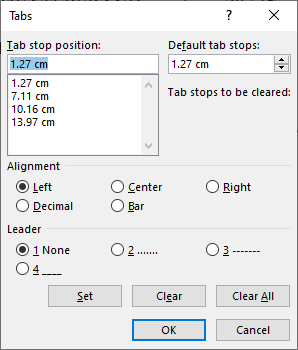
The feedback you give your team about their work is fundamental to their motivation. They should know what they do well, what needs improving and what is expected of them in the future. And while this is common sense, ask yourself how many on your team know these things, right now?

**To the lecturer:**

Check that students DO NOT use the spacebar to do this!

Tab stops set on the horizontal ruler





**Answer:**

GAUTENG PRETORIA WITWATERSRAND 20.56

MPUMALANGA ERMELO TZANEEN 216.88

WES-KAAP KAAPSTAD STELLENBOSCH 1234.963

KWAZULU DURBAN LADISMITH 8.4

**SOUTH AFRICA CITIES**

Tab stops on the ruler for SOUTH AFRICA



**DOUBLING UP ON SUCCESS**

Success is hard to define and is largely driven by the individual. For one person, success may be about having a nine-to-five job and making enough money to live a good life with his or her family. For another it might mean being a billionaire or the CEO of a massive corporation.

**Be tenacious!**

"There is no substitute for hard work and you cannot get ahead without forgoing some pleasures. The willingness to learn is absolutely key to achieving success."

**In brief!**

**To become successful you need to try harder than anyone else.**

**But be sophisticated in your style and manner of trying!**

Have a clear idea of where you want to go and keep it simple. Success is always built on the back of challenge and running your own business will teach you that.

You can fall apart when you hit a difficult patch and see it as the end of the road or you can come to terms with it, **understand it** and put things into place to make life manageable. It takes a great deal of determination but you have to get it together.

NETWORKING TIPS FOR ENTREPRENEURS

Networking is a vital skill in the world of business. Consider the following tips:

1. Remember that networking isn't necessarily friendship. Networking is an investment in a longer-term relationship – resist instant gratification.

2. Your business card should be clear and professional, and should reflect your business.

3. When asked, tell people what you do and how your clients and network can benefit from a business relationship with you. Keep it simple.

4. Before a networking event, scan the newspaper or Internet for current subjects to chat about.

5. Acknowledge people's contributions, thank them and return the favours when the opportunity arises.

**NETWORKING TIPS FOR ENTREPRENEURS**

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2. Your business card should be clear and professional, and should **reflect** your business.

3. When asked, tell people what you do and how your clients and network can benefit from a business relationship with you. Keep it simple.

4. Always network with integrity.

5. Before a networking event, scan the newspaper or Internet for **current** subjects to chat about.

6. Acknowledge people's contributions, thank them, compliment them sincerely and return the favours when the opportunity arises.

**To the lecturer:**

Margins 3.81 cm left and right.

**AM I READY FOR BUSINESS?**

1. If you do decide to start a business without work experience, **never stop reading and learning**, even while you are running your business. Get constant advice. Learn from your mistakes. It is the most difficult path to choose, but there are people who have had success this way.

2. Working for someone else can be frustrating sometimes, but you still need to be **disciplined** and able to get on with others when you work for yourself.

3. **Self-employment** allows you to do the job in your own way, and it is very satisfying when your way is shown to work. You do, of course, also have to take responsibility when it does not work.

4. There can be some glory attached to running your own business, but make sure that you are not trying to prove that you are something you are not.

**STRIVING FOR QUALITY HEALTHCARE AT MANAGED COST**

A chronic illness refers to any illness which requires medication on an ongoing basis for longer than three months. Should you or one of your dependants suffer from a chronic illness you need to:

1. Personally complete the Applicant's Copy of the Medicine Benefit Application Form (MBA). Please note that each applicant must complete a separate Medicine Benefit Application Form. Please do not forget to complete and sign the back page of the form.

2. Make an appointment with your Doctor. Please note that only one practitioner may complete the Doctor's Copy of the MBA - as a rule this doctor should be your general practitioner.

3. When visiting your Doctor, please hand him the sealed envelope addressed to "The Attending Medical Practitioner".

4. Upon acceptance onto the Medi-Serve Programme you, and your Doctor will be advised in writing.

5. Should your Doctor wish to dispense your medication himself, he would need to apply the 20% discount and submit the Medi-Serve Prescription/Claim Forms directly

STANDARD MONTHLY PREMIUMS

INCOME L L1 L2

Up to R 700 R188 R423 R378

Up to R1 000 R358 R665 R605

Up to R1 400 R421 R754 R692

Up to R2 000 R486 R845 R780

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Please direct any enquiries in this regard to your nearest Medscheme Branch.

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6. A professional team, led by the Medical Advisor, will consider your application in consultation with your Doctor.

STANDARD MONTHLY PREMIUMS

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Up to R1 000 R605 R665 R358

Up to R1 400 R692 R754 R421

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Please direct any enquiries in this regard to your nearest Medscheme Branch.

**To the lecturer:**

To select a column to switch: Hold Alt in and select the column, then use Copy and Paste to switch columns.

**COMPUTER STRESS**

The idea that your computer would help cut office stress as it made you more productive sounded really great the first time you heard it, didn't it? But has it really happened that way?

For most office workers, the computer has in fact helped them achieve increased productivity. The computer has brought better information. It has facilitated better decisions. But it has also brought its share of pressures and has added significantly to the job stress of most office workers interviewed in a recent *Learning Systems survey*. In fact, nearly 70% of the survey respondents said the computer has added "**significant**" stress to their jobs.

**Some golden rules to combat pressure**

1. Be more *giving*. Self-centred people are the ones who are most likely to suffer burnout form stress.

2. Do not take life *too seriously*. People invest too much in small things. There is a fear of failure.

3. Don't be *seduced by tragic* events. Don't focus on crime, but rather the "**neutral**".

4. Live a life of *gratitude*. Be thankful for little things, like your health and family.

5. *Relaxation* is important. Few people take enough short breaks. For example, take seven short three-day breaks a year, rather than one 21-day holiday.

6. Stop striving for *perfection*. Perfectionists become stressed if they make mistakes, and if others don't fulfill their expectations.

7. Understand your *values* and who you are. We severely underestimate what we can do.

**BIG PAY EQUALS BIG HEADACHES**

Stress in remuneration comes from setting unrealistic and unobtainable goals, associated with large earnings attached.

The page should be numbered at the bottom, centred.

**To the lecturer:**

This exercise can be used to test if a student can think for himself, not act as a robot and only use the instructions

The lecturer can integrate this exercise with Topic 3, the basics of computational thinking: for example, to arrange the paragraphs in the correct order, to learn to think for yourself and do problem solving; puzzle out how to indent paragraphs on both sides.

The student should be able to use the Help function to help him to do left and right paragraph indents, number a page at the bottom, centred. If not successful, check for more info on page 182.

He should be able to arrange the paragraphs in the correct order.

**YOUR DISTRACTED DAY**

There are a number of common **workplace disruptions** that many of us endure. Those include: email (personal and work), text messages, social media and other websites not related to work, personal calls, co-worker or client interruptions, last-minute requests, unscheduled meetings, audible distractions, gossiping co-workers, and micromanaging supervisors.

According to a leader in interruption science (the study of the effect of disruptions on job performance):

1. The average worker now gets one interruption every 3,5 minutes, 60 to 70 interruptions a day.

2. 11 minutes is the maximum amount of uninterrupted time during the working day.

3. The average amount of time that people spent working on a single device – PC, phone, paper document – before switching is 2 minutes and 11 seconds.

4. E-mail and interruptions pile up to almost 50% of the average workday.

5. People interrupt themselves almost as much as they are interrupted by external sources.

6. About 82% of all interrupted work is resumed on the same day.

7. But, it takes an average of 25 minutes to work your way back to the original task.

8. All these disruptions cause higher levels of stress, frustration, mental effort, feeling of time pressure and mental workload.

**CONSIDER STRATEGIES TO IMPROVE JOB SATISFACTION**

**Create new challenges**

Take on a project that can motivate you and give you a sense of control. Start small, such as organising a work-related celebration, before moving on to larger goals. Working on something you care about can boost your confidence and job satisfaction.

**Mentor a colleague**

Helping a new team member or an intern advance his or her skills can restore the challenge and the job satisfaction you desire.

**Break up the monotony**

If you're feeling bored or unchallenged, talk with your supervisor about cross-training. If you hear that your company is launching a new project, volunteer for the team.

**Stay positive**

Use positive thinking to reframe your thoughts about your job. When you catch yourself thinking your job is terrible, stop the thought in its tracks. Remember, everyone encounters good days and bad days on the job.

**Look for the silver lining**

Imagine that you receive a less than stellar performance appraisal. Instead of taking it personally or starting to search for another job, look for the silver lining - such as the opportunity to attend continuing education classes or work with a performance coach. Take satisfaction in your ability to put performance feedback to work.

**To the lecturer:**

**Page break here**

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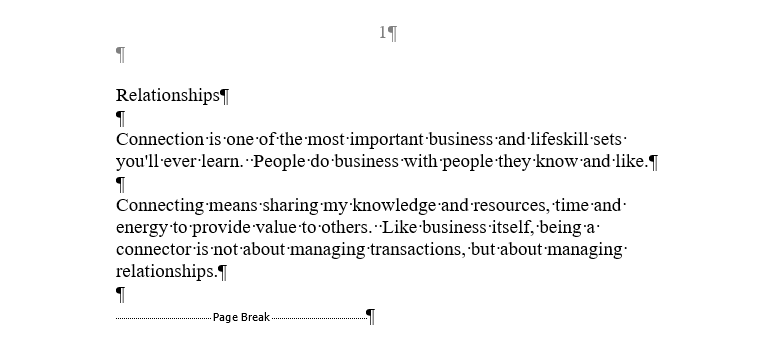
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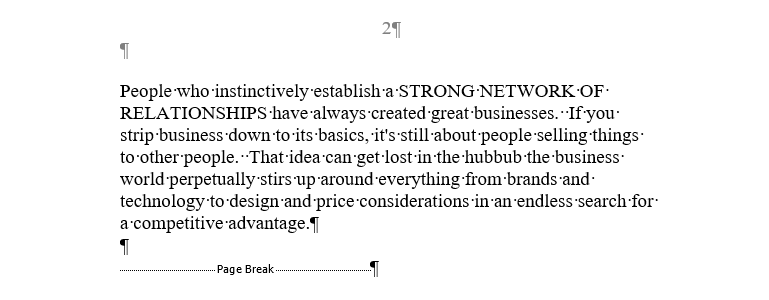
**More job satisfaction can mean less stress**

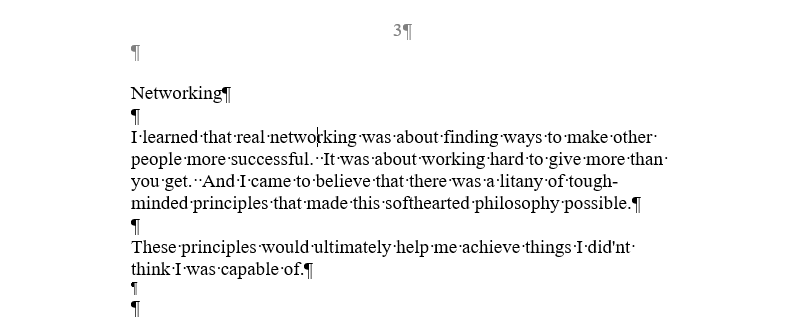
Make the best of difficult work situations by maintaining a positive attitude. Be creative as you think of ways to change your circumstances - or how you view your circumstances. Doing so can help you manage your stress and experience the rewards of your profession.

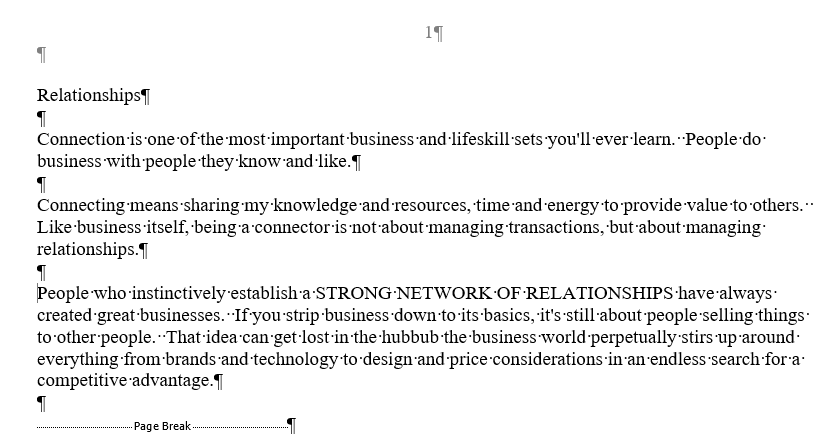
**To the lecturer:**

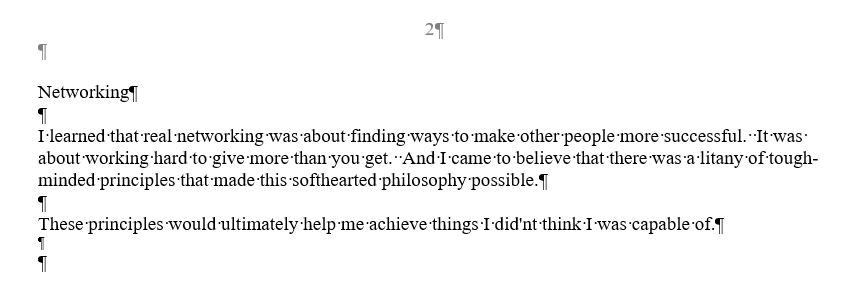
Let the student make printscreens and the Snipping tool to paste his answer on one page to check his work.







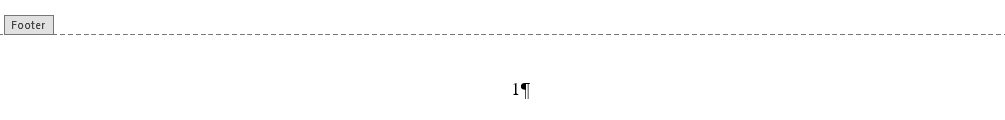




Page numbers at top of page cancelled:



Page numbers at bottom of page, centred, two pages:



**CareerEx1.docx, CareerEx2.docx, CareerEx3.docx**

**See the practical answer files and check the margins, page breaks, and page numbering.**

**A PERSPECTIVE ON TRANSFORMATION**

Within the new compensation, references is often made to democracy and its processes without defining either, despite the various meanings attach to these terms. Basically, true democracy is something that should make a difference in the life of each person, or as described:

**What is democracy!**

"Democracy is a way of living, a system whereby members of a community live together so that each member can give the maximum service to the community and the community again to each individual member."

**The Transformation Process!**

**It is by no means a quick and easy process.**

**Any mistake can be costly.**

Transformation should be a process to establish what is best individually and collectively, and to find a balance between the needs of the individual and the community.

What transformation should try to achieve is to lay the foundation for a concerted effort to work together in harmony **towards goals** that would benefit all, produce unity and bring about a change for the better in the life of each indivi­dual.

"**Higher education play a central role in the social,**

**cultural and economic development of modern societies."**

*White Paper 3 on Education*

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**Entrepreneurs**

**Starting and growing a new business**

The very first thing to do is to decide which product or service you want to produce or what you want to sell.

The second very **important** **aspect is** to **inform people** outside of the business about what you produce and then sell it to them; the marketing function.

Get these two functions, **production** and **marketing** or **selling** going, and you have a running business.

Next you will need to pay attention to **administration** and **financial record keeping** without which your business may run into all kinds of difficulties. You need the figures of sales, cost of sales and expenses to know whether your business actually make a profit, and to enable decision making.

A **growing business** may soon need to employ more people. You will need to pay attention to the management of human resources. A bigger workforce brings a lot more administration.

The starting point decision about which products or services to offer, remains a **vital one**. It should preferably be an extension of your **personal talents** and **abilities**. If it does not reflect your passion, it will not easily be sustainable and will wear you down.

Start the right business and manage its growth with well-planned strategy.

**ENTREPRENEURS**

**STARTING AND GROWING A NEW BUSINESS**

**Create a new challenge**

The very first thing to do is to decide which product or service you want to produce or what you want to sell.

The second very important aspect **is** to **inform people** outside of the business about what you produce and then sell it to them; the marketing function. Get these two functions, production and marketing or selling going, and you have a running business.

**Administration and finance**

Next you will need to pay attention to administration and financial record keeping without which your business may run into all kinds of difficulties. You need the figures of sales, cost of sales and expenses to know whether your business actually make a profit, and to enable decision making.

**Workforce**

A **growing business** may soon need to employ more people. You will need to pay attention to the management of human resources. A bigger workforce brings a lot more administration.

**Page break inserted here**

**BUSINESS WITH PURPOSE**

The starting point decision about which products or services to offer, remains a vital one. It should preferably be an extension of your personal talents and abilities. If it does not reflect your passion, it will not easily be sustainable and will wear you down. Start the right business and manage its growth with well-planned strategy.

**Think of a logo for your new business**

⌛ 💣 ✈ 🛪 🌎 🙧 ♿ 🛍 🏟

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**GREENHOUSE NEWSLETTER**

**Volume 10**

**17 August, 2020**

**THE FINEST GIFT YOU CAN LEAVE**

**BUILDING AN ENVIRONMENT-FRIENDLY LIFE**

1. Economic development can only be sustained if it uses natural and human resources and maintains environmental balances.

1. The quality of human life is dependent upon economic growth for improvement, and the state of the environment.

3. Growing awareness segments of the community creates new possibilities. We cannot create a perfect "**Garden of Eden**"

4. This represents the beauty and peace the SA Nature Foundation is striving to protect.

The **SA NATURE FOUNDATION** is South Africa's largest private international conservation body and is achieving significant successes, including to date:

1. 38 new nature reserves;

2. 10 education centers;

3. 8 university and technikon conservation training courses; and

4. protection of over 60 threatened wildlife species including black rhino and cheetah.

**Concern about pollution and environmental degradation, and the need to combat the waste of natural resources has been raised to near fever pitch in many countries. It will undoubtedly influence our thinking and planning of future action.**

**SOUTH AFRICA:**

**NATURE FOUNDATION**

We ask your help for this work.

You can bequeath a sum of **money, shares, property and assurance policies** in your will to enable this vital work of survival to continue.

**Next Issue**:

*The Time is running out – Shortcomings in the Law*

**BECOMING A FRANCHISEE**

Though easier than starting off on your own, franchising is not difficulty-free. Many reasons for franchise failure exist. Mostly it is not in the concept, but in the franchisee. You must be able to realistically evaluate yourself to determine if you are suitable for franchising.

Not every entrepreneur is selected as a possible franchisee, as franchisors are careful who they choose. They want their network to be a success and if you do not meet their requirements, they will decline your application.

Franchising is all about owning your own business. It may sound much easier than working for a boss, but there are many hidden challenges. Here are a few questions to ask yourself to determine whether you will be better off on your own:

*Are you motivated?*

Being self-employed does not mean waking up later in the morning, ending earlier in the afternoon and relaxing in between. Are you able to take responsibility and control of your franchise? Be prepared for long hours, hard word, and putting aside friends and family for a few years.

*Are you planning for the future?*

Know where you are and know where you want to be in the next year, two years, 10 years, and retirement age. Look at each one and calculate what you need to get there, and write it down. Measure your success against these realistic markers as you pass. It is much the same as drawing up a business plan.

OctopUS

C:\Documents and Settings\Velsoft\Local Settings\Temporary Internet Files\Content.IE5\A9N8LOJ6\MCj01395490000[1].wmfThe octopus lives in tropical waters. A typical octopus has the following characteristics:

* Oval head
* Eight arms
* Excellent vision

The octopus is related to squid, nautilus, mollusks, and other cephalopods. Although the octopus has many predators, including sea lions, sharks, and humans, they breed regularly and are not currently at risk.

