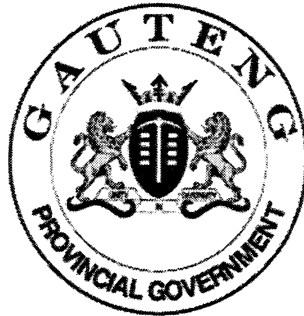


**SENIOR CERTIFICATE EXAMINATION
SENIORSERTIFIKAAT-EKSAMEN**



**OCTOBER / NOVEMBER
OKTOBER / NOVEMBER**

2004

**COMPUTYPING
REKENAARTIK**

**(Second Paper)
(Tweede Vraestel)**



942-2/2

**18 pages
18 bladsye**

COMPUTYPING SG: Paper 2



942 2 2

SG

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GAUTENGSE DEPARTEMENT VAN ONDERWYS

SENIORSERTIFIKAAT-EKSAMEN

REKENAARTIK SG
(Tweede Vraestel)

TYD: 3 uur (sluit in
10 minute leestyd)

PUNTE: 240

INSTRUKSIES AAN KANDIDATE

1. Tensy ander instruksies aan u gegee word, moet u die volgende doen:

- Gebruik die standaardwaardes/verstekwaardes (*defaults*) vir die kantlyne (2.54 cm *of* 1").
- Gebruik A4-Portret bladsy grootte (210 mm x 297 mm *of* 8.27" x 11.69").
- Gebruik Courier New 12.
- Gebruik Afrikaans as die taal.
- Stoor die lêer onder die naam wat in die vraestel aangedui word.
- Sleutel u eksamennommer (links) en die vraagnommer (sentreer) as 'n kopskrif (*header*) of voetskrif (*footer*) (1.27 cm *of* 0.5") op elke vraag in.
- Elke vraag moet as 'n afsonderlike dokument gedoen word.
- Rangskik u antwoorde in die korrekte numeriese volgorde in die eksamenomslag.

2. Onthou om die volgende te doen:

- Stoor u dokumente met gereelde tussenposes.
- Kontroleer spelling in elke dokument.
- Gebruik die voorskou-funksie (*print preview*) in elke dokument voordat u die volgende vraag beantwoord.
- U mag net **een drukstuk inhandig**. Drukwerk mag óf in die loop van die eksamen, óf nadat die eksamentyd verstreke is, plaasvind, afhangende van die drukfasiliteite by die eksamensentrum.

3. Die lêers wat u benodig vir Vraag 2, Vraag 3, Vraag 4 en Vraag 7, kan op die stiffie gekry word.

GAUTENG DEPARTMENT OF EDUCATION

SENIOR CERTIFICATE EXAMINATION

COMPUTYPING SG
(Second Paper)

TIME: 3 hours (including
10 minutes reading time)

MARKS: 240

INSTRUCTIONS TO CANDIDATES

1. Unless you are given other instructions, you should do the following:

- Use the defaults for the margins (2.54 cm *or* 1").
- Use A4 Portrait page size (210 mm x 297 mm *or* 8.27" x 11.69").
- Use Courier New 12.
- Use English (SA/UK/British) as the language.
- Save the file under the name indicated in the question paper.
- Key in your examination number (left) and the question number (centred) as a header or footer (1.27 cm *or* 0.5") in each question.
- Each question must be done as a separate document.
- Arrange your answers in the correct numerical order in the examination folder.

2. Remember to do the following:

- Save your documents regularly.
- Check the spelling in each document.
- Use the print preview function in each document before answering the following question.
- You may submit **only one print-out of each question**. Printing may take place either in the course of the examination, or after the examination time has expired, depending on the printing facilities at the examination centre.

3. The files that you need for Question 2, Question 3, Question 4 and Question 7, can be found on the diskette provided.

INSTRUKSIES AAN TOESIGHOUERS

LEES DIE ONDERSTAANDE INSTRUKSIES SORGVULDIG DEUR.

1. U word verwys na die omsendbriewe wat die spesifieke instruksies vir die Rekenaartik-eksamen bevat.
2. Die toesighouer moet verseker dat daar voldoende papier en inkkassette vir die druk van die harde kopieë is.
3. Dit is noodsaaklik dat die Rekenaartikonderwyser(es) een van die toesighouers moet wees ten einde hulp te verleen indien daar probleme met die rekenaars is.
4. Leestyd van tien (10) minute word in die drie-uur tydtoekenning vir hierdie vraestel ingesluit. Kandidate mag nie die sleutelbord of die muis in hierdie tydperk gebruik nie.
5. Die tyd toegeken vir die praktiese insleuteling van die antwoorde op hierdie vraestel is 2 uur 50 minute.
6. Alle antwoorde moet op die stifie disket wat voorsien is, gestoor word.
7. Beweging deur toesighouers tussen die kandidate word beperk tot hulp ingeval daar probleme met rekenaars ondervind word.
8. Toesighouers moet te alle tye uiters bedag wees op die sekuriteit van kandidate se dokumente.

INSTRUCTIONS TO INVIGILATORS

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. You are referred to the circulars which contain the specific instructions for the Compu-typing examination.
2. The invigilator is to ensure that there are sufficient paper and spare ink cartridges for the printing of the hard copies.
3. It is essential that the Computyping teacher be one of the invigilators for the duration of the examination to assist with possible problems with the computers.
4. Reading time of ten (10) minutes is included in the three-hour allocation for this paper. Candidates are not allowed to use the keyboard or mouse during this time.
5. The time allowed for the practical keying in of the answers to this question paper is 2 hours 50 minutes.
6. All answers must be saved on the stiffy disk provided.
7. Movement by invigilators among candidates should be restricted to assistance with faulty computers.
8. Invigilators should at all times be vigilant with regard to the security of the candidates' documents.

4. ASCII-KODES

Om tyd te bespaar kan die volgende ASCII-kodes in plaas van *Insert > Symbol* gebruik word.

ü	Alt + 129	é	Alt + 130
ä	Alt + 132	ê	Alt + 136
ë	Alt + 137	è	Alt + 138
ï	Alt + 139	ö	Alt + 148
ò	Alt + 149	ó	Alt + 162
È	Alt + 0200	É	Alt + 0201
Ë	Alt + 0203	Ê	Alt + 0202

5. Die volgende dien as 'n voorgestelde tydskedule waarin elke vraag beantwoord kan word. Probeer om nie hiervan af te wyk nie.

VRAAG	ONDERWERP	PUNTE	TYD (minute)
1	Tabel	44	31
2	Testament (redigeer)	20	14
3	Sakebrief op briefhoof	36	25
4	Teorie	30	21
5	Notule	35	25
6	Verslag met finansiële staat	50	35
7	Omsendbrief (redigeer)	25	18
Totaal		240	169

4. ASCII CODES

To save time, you can use the following ASCII codes instead of *Insert > Symbol*.

ü	Alt + 129	é	Alt + 130
ä	Alt + 132	ê	Alt + 136
ë	Alt + 137	è	Alt + 138
ï	Alt + 139	ö	Alt + 148
ò	Alt + 149	ó	Alt + 162
È	Alt + 0200	É	Alt + 0201
Ë	Alt + 0203	Ê	Alt + 0202

- 5. The following serves as a proposed time schedule for answering each question. Try not to deviate from this schedule.**

QUESTION	SUBJECT	MARKS	TIME (minutes)
1	Table	44	31
2	Joint Will (edit)	20	14
3	Business letter on letterhead	36	25
4	Theory	30	21
5	Minutes	35	25
6	Report with financial statement	50	35
7	Circular letter (edit)	25	18
Total		240	169

VRAAG 1

TABEL

Tik die volgende tabel op A4-landskap. Voer alle manuskripinstruksies uit. Stoor as **VRAAG 1**. [31 min]

DESEMBER 2003 - Motors in Die Prysklas R75 000 - R102 000 → 16 pt
 Kantlyne: Bo 4 cm / 1.6" Links & regs 2.54 cm / 1"

Alle opskrifte sentreer & B
 Moenie beskadu
 12 pt
 10 pt
 b/k
 olk

Fabrikaat en model	Enjin (cm ³)	Brandstof- indeks per (liter / 100 km)	Prys (R)	Tenkka- pasiteit (liters)	Maksimum spoed (km/h)
RENAULT Clio 1,2	4/1149	8,1	99 995	50	165
FIAT Uno Mia 1100	4/1108	7,5	53 900	42	155
FORD Fiesta 1,3i Flite	4/1297	8,1	72 180	42	174
HYUNDAI Accent LS HS 1,3	4/1341	9,2	91 778	45	178
MAZDA 323 160i Sting	4/1597	8,96	96 990	54	168 trs.
OPEL Astra Coupé Turbo	4/1998	9,49	231 750	52	237
BMW 330i	6/2979	9,96	310 000	63	250
TOYOTA Tazz 130	4/1296	9,24	70 755	60	159
VW Polo Classic 1,4*	4/1423	9,3	101 340	45	171
DAEWOO Matiz SE	3/796	9,69	75 460	35	138
OPEL Corsa Lite	4/1389	9,12	68 600	46	174

Regsblok
 Sentreer
 DIK raam random
 Sorfeer kol. 1 & 2 van die

* Data is geneem uit die verslag van die KAR se padtoets van November 2003

QUESTION 1

TABLE

Type the following table on A4 landscape. Carry out all manuscript instructions. Save as QUESTION 1. [31 min]

DECEMBER 2003 - Cars In The Price Class R75 000 - R102 000 → 16 pt

Margins: Top 4 cm / 1.6" Left & right 2.54 cm / 1"

Do not shade

Make and model	Engine (cyl/cm ³)	Fuel index per 100 km	Price (R)	Tank capacity (litres)	Maximum speed (km/h)
RENAULT Clio 1,2	4/1149	8,1	99 995	50	165
FIAT Uno Mia 1100	4/1108	7,5	53 900	42	155
FORD Fiesta 1,3i Flite	4/1297	8,1	72 180	42	174
HYUNDAI Accent LS HS 1,3	4/1341	9,2	91 778	45	178
MAZDA 323 160i Sting	4/1597	8,96	96 990	54	168 trs.
OPEL Astra Coupé Turbo	4/1998	9,49	231 750	52	237
BMW 330i	6/2979	9,96	310 000	63	250
TOYOTA Tazz 130	4/1296	9,24	70 755	60	159
VW Volkswagen Polo Classic 1,4*	4/1423	9,3	101 340	45	171
DAEWOO Matiz SE	3/796	9,69	75 460	35	138
OPEL Corsa Lite	4/1389	9,12	68 600	46	174

THICK frame all around

Sort col. 1 Z from

Right align

Centre

All headings centred & B

12 pt

10 pt

1/c

* Data has been extracted from CAR road test report of November 2003

VRAAG 2

TESTAMENT (REDIGEER)

Herroep **VRAAG 2** vanaf die stifie en stoor dit dadelik as **VRAAG 2A**. Redigeer die dokument soos aangedui op die harde kopie en op die volgende bladsy.

[14 min]

GESAMENTLIKE TESTAMENT } *verwyder vetdruk*

Ons, die ondergetekendes,

JAN WILLEM HORN (490404 1633 08 5)

en

Maria Anna Horn (490606 4321 08 8) (gebore Swart)

* 1. Ons herroep hiermee enige vorige testaminte, kodisille of ander testamentêre aktes deur ons voor datum hiervan gemaak, hetsy afsonderlik of gesamentlik. *trs.*

2. Ons benoem as Eksekuteur en beredderaar van ons boedel FAST BANK BEPERK, met bevoegdheid om op te tree deur sy behoorlik aangewese beamptes, en ons vergun aan gemelde FAST BANK BPK alle sodanige magte as deur die Wet toegestaan word. *voluit*

3. Ons bepaal dat / Meester van die Hooggeregshof sal afsien van / noodsaaklikheid dat sekuriteit deur / genoemde FAST BANK BEPERK of sy aangewese beamptes verskaf word.

4. Ons benoem ^{en} ~~te~~ stel aan die langslewende as enigste en algehele erfgenaam van die boedel en nalatenskap van die eerssterwende. *del.*

5. Ons behou die reg voor om van tyd tot tyd en te alle tye sodanige wysigings soos ons mag goeddink tot hierdie testament te maak.

ALDUS GEDOEN EN GETEKEN te Cullinan op die 6de dag van ⁰⁷ 05/2004 *Mei* in die teenwoordigheid van die ondergetekende getuies, wat in ons teenwoordigheid en in die teenwoordigheid van mekaar hierdie testament as getuies onderteken het.

AS GETUIES

1. TESTATEUR

2. TESTATRISE

*Skuif na **

getroud buite gemeenskap van goedere en tans woonagtig te Vlakstraat 12, Cullinan, maak hiermee ons testament soos volg:

b.o.

QUESTION 2

JOINT WILL (EDITING)

Retrieve **QUESTION 2** from the stiffy and save immediately as **QUESTION 2A**.
 Edit the document as indicated on the hard copy and on the next page.

[14 min]

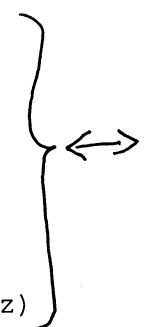
JOINT WILL } → Remove bold

We, the undersigned,

JOHN WILLIAM HORN (490404 1633 08 5)

and

Maria Anne Horn (490606 4321 08 8) (born Schwartz)



- * 1. We revoke, cancel and annul any previous wils, codicils or other testamentary writings heretofore made or executed by us, whether severally or jointly. Ers.
 - 2. We appoint FAST BANK LIMITED as Executor of our will and administrator of our estate with authority to act through its duly authorised officials, granting unto the said FAST BANK LTD. all such powers as are allowed by Law.
 = in full
 - 3. We direct that / said FAST BANK LIMITED or its duly authorised officials shall not be obliged to furnish any security to / Master of / Supreme Court.
 - 4. We hereby nominate, constitute ^{and} ~~and~~ appoint the survivor of us as the sole and universal heir of all the estate and effects of the first dying of us. del.
 - 5. We reserve to ourselves at any time hereafter to alter this our will either by codicil or otherwise. or
- THUS DONE AND EXECUTED at Cullinan on the 6th day of 05 ^{or} ~~1~~ 2004 in May
 the presence of the undersigned witnesses, who signed in our presence and also in the presence of each other. h

AS WITNESSES

- 1. TESTATOR
- 2. TESTATRIX

Move to *

married out of community of property and at present residing at 12 Vlak Street 12, Cullinan, hereby make our last will and testament as follows:

NEEM KENNIS!

Die Bestuurder by die regsafdeling van FAST BANK waar jy werk, wil graag dat jy die volgende veranderinge in hierdie een-bladsy testament aanbring:

- Verander die lettertipe van die hele testament na Arial 12 pt, behalwe die hoofopskrif wat na 14 pt verander moet word.
- Verander die linkerkantlyn na 3.75 cm (1.5").
- Verander links justering na volle justering.
- Sentreer die inleidende gedeelte soos aangedui in die teks.
- Die lynspasiëring moet aangepas word sodat dit aan die algemene reëls vir regsdokumente sal voldoen (enkelreël en dubbelreël waar nodig).
- Skuif die paragraaf met adresbesonderhede na die regte plek in die testament, soos aangedui.
- Vind en vervang die skuinsstreep (/) met die woord "die", waar nodig.
- Let op na alle ander manuskriptekens en voer die instruksies versigtig uit.
- Hou te alle tye die uitlegreëls van regsdokumente in gedagte en bring die nodige veranderinge aan, waar nodig.
- Maak seker dat daar GEEN spelfoute in die dokument voorkom nie.

PLEASE NOTE!

FAST BANK'S Manager in the legal section where you work, wants you to change this one page will as follows:

- Change the font of the whole testament to Arial 12 pt, except for the main heading which you must change to 14 pt.
- Change the left hand margin to 3.75 cm (1.5").
- Change left justification to full justification.
- Centre the introductory section as indicated in the text.
- Adapt line spacing according to general rules for legal documents (single line spacing and double line spacing where necessary).
- Move the paragraph containing the address to the correct position as indicated.
- Find and replace the forward slash (/) with the word "the", where necessary.
- Check all other manuscript signs and carry out all instructions.
- At all times keep the layout rules for legal documents in mind and make the necessary changes.
- Check spelling to ensure that there are NO spelling errors in the document.

VRAAG 3

SAKEBRIEF

Herroep die briefhoof, **VRAAG 3** en stoor dadelik as **VRAAG 3A**. Sleutel die volgende sakebrief netjies in en voer alle manuskripinstruksies noukeurig uit. Tik in Courier New 12. [25 min]

Verwysing: 16010

Datum: 28 Sept 2004
valuit

Mnr J Smit Posbus 13 DARLING 7345

Geagte Meneer

Hernuwing Van Bike kurs., blk

Vertoon korrek

Baie dankie dat u vir die afgelope jaar 'n intekenaar was. U inskrywing verval aanstaande maand. As u die lees van hierdie tydskrif so baie geniet soos wat ons dit geniet om dit vir u saam te stel, is ons seker ^{dat u} nie sal versuim om weer in te teken nie. Ons is seker u wil nie een enkele eksemplaar misloop nie.

Uit die opsies wat hieronder aangedui word, kan u self kies hoeveel eksemplare u wil ontvang:

≠		
elr	{	12 eksemplare
	{	24 eksemplare
	{	36 " "
≠		

R173,00	↓
R279,00	↓
R401,00	↓

Stel tabelstop op 8 cm / 3"
vanaf linkerkantlyn
[Corel 8: 10.5 cm / 4"]

Wanneer u die ingeslote vorm voltooi, moet u asb. ook aandui watter metode van betaling u verkies. Om dit vir u makliker te maak, kan u kies om per tjek te betaal of per kredietkaart, of per posorder, ^{trs.} U kan selfs kies om eers aan die einde van die termyn te betaal.

Ons sal dan 'n rekening aan u stuur. U kan selfs kies dat ons u ^{wing} inskryfautomaties aan die einde van die volgende termyn moet hernu,

QUESTION 3

BUSINESS LETTER

Retrieve the letterhead **QUESTION 3** and save immediately as **QUESTION 3A**.
Key in the following business letter neatly, and take care to carry out all manu-
script instructions. Type in Courier New 12. [25 min]

Reference: 6010

Date: 28 Sept 2004
in full

Mr J Smith P O Box 13 DARLING 7345

Display correctly

Dear Sir

Renewal Of *Italic, ulc* Bike Subscription

Thank you for being a subscriber the past year. Your subscription will expire at the end of next month. If you enjoy reading this magazine as much as we enjoy putting every issue together, you will not pass up this opportunity to renew immediately. We are sure ^{that you} don't want to miss a single copy.

Some options are set out below and you may choose how many issues you wish to receive:

R	12 issues	R143,00	Set tab stop 8 cm / 3" from left margin [Corel 8: 10.5 cm / 4"]
s/s	24 issues	R279,00	
	36 "	R401,00	

When completing the enclosed form, please indicate what terms you prefer on the renewal advice. For your benefit, you may choose to pay by cheque or by credit card. or by postal order, You may even ^{tr.s.} choose to pay at the end of the term. You will then receive a bill. You may even choose the last option that instructs us to

2

waarna u dan 'n kennisgewing van hernuwing, asook 'n rekening sal ontvang.

Faks die voltooide vorm aan ons of maak gebruik van die ingeslote koevert wat reeds geadresseer is. Posgeld is reeds betaal. ~~en u hoef nie seels op te plak nie.~~

Onthou dat ons blk waarborg van blk uitgewers te alle tye geldig is. Dit beteken dat u enige tyd kan kanselleer en dat ons die balans van u subskripsie dan aan u sal terugbetaal.

Die uwe
 STUART LOWE
 Bestuurder: VERSPREIDING
 SL/ar
 ←
 ✕ ←

} Vertoon korrek
 }

Oktober 2004 → Regsblok
 gebroke lyn

Ek wil inteken vir eksemplare @
 Ek wil soos volg betaal:

Onderstreep u keuse van betaling → U & I

Tjek
 1.27cm
 (0.5") Posorder
 Kredietkaart (Nommer)
 Betaling aan einde van termyn
 Hernu outomaties aan einde van termyn

Handtekening

spesiale B Stet.
 Skakel ons ~~eie~~ nommer 0860 10205 gedurende kantooreure, indien u enige verdere navrae wil rig.

2

tion
automatically renew your subscripl by the end of the next term. You will then receive a bill and notification of renewal.

Fax the completed form or post it as soon as possible, using the enclosed reply envelope. Postage has already been paid. ~~and you need not put a stamp on it.~~

Remember that at all times you are covered by our ^{u/c} publisher's ^{u/c} guarantee. This means that we will refund the balance of your subscription should you ever wish to cancel, for whatever reason.

Yours sincerely
STUART LOWE
Manager: CIRCULATION

} Display correctly

SL/ar
✕

broken line

October 2004 → Right align

s/s } I wish to subscribe for issues @
I wish to pay as follows:

Underline your choice of payment → U & I

→ 1.27cm
(0.5") Cheque

Postal order

Credit card (Number)

Payment by ^{the end} of the term

Automatically renew at the end of the term

Signature

~~special~~

stet.

Please feel free to call our ~~own~~ subscriber hotline number

0860 10205 ^B during office hours and speak to one of our consultants if you wish to make any further enquiries.

VRAAG 4

TEORIE

Beantwoord die volgende vrae op die antwoordblad wat as **VRAAG 4** op die stoffie gestoor is. Stoor dit dadelik as **VRAAG 4A**.

[21 min]

AFDELING A [4]

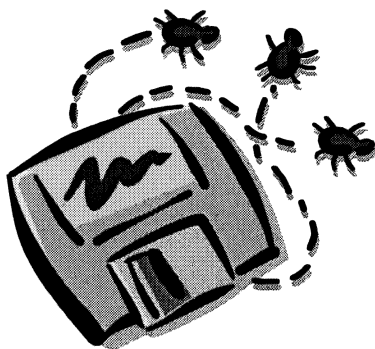
Is die volgende stellings WAAR of ONWAAR? Tik slegs die woorde Waar/Onwaar langs die vraagnommer op die antwoordblad.

1. Om die loper vinnig na die einde van die lyn te neem, druk die *home*-sleutel.
2. Toetse F1 tot F12 staan bekend as funksiesleutels.
3. Die muis is 'n noodsaaklike apparaat as jy teks wil sleep en stort (*drag and drop*).
4. Vervang die reguit aanhalingstekens met gekrulde (*smart*) aanhalings-tekens deur in te gaan by *format > change case*.

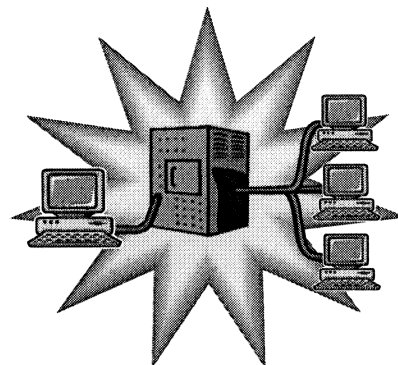
AFDELING B [2]

Wat word telkens met die volgende grafika voorgestel (geïllustreer)? Tik die antwoorde langs die toepaslike nommers op die antwoordblad.

1.



2.



QUESTION 4

THEORY

Answer the following questions on the answer sheet that is saved as **QUESTION 4** on the stiffy. Save it immediately as **QUESTION 4A**.

[21 min]

SECTION A [4]

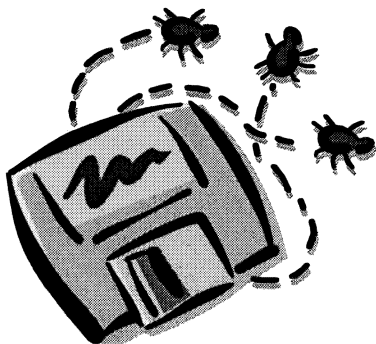
Are the following statements TRUE or FALSE? Type only the words True/False in the appropriate answer column on the answer sheet.

1. Press the *home* key to move the cursor rapidly to the end of the line.
2. The F1 to F12 keys are the function keys.
3. If you want to drag and drop text, you will have to use the mouse.
4. Replace the straight quotes with smart quotes by choosing *format > change case*.

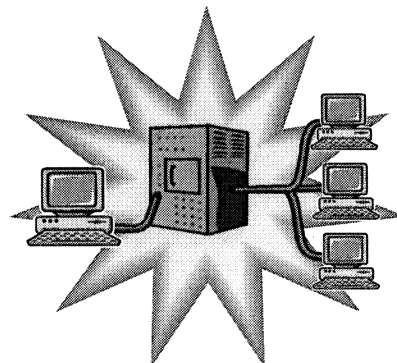
SECTION B [2]

What do the following graphics represent (illustrate)? Type the answers next to the appropriate numbers on the answer sheet.

1.



2.



AFDELING C [12]

Kies die korrekte antwoord by elk van die volgende meerkeusevrae. Tik slegs DIE LETTER van die korrekte antwoord (a/b/c/d) langs die vraagnommer op die antwoordblad. (MOENIE die woorde oortik nie.)

1. Watter een van die volgende is 'n tipiese voorbeeld van 'n elektroniese posadres?
 - a. [http:telko@info.uk](http://telko@info.uk)
 - b. andrew@hotmail.com
 - c. www.gepf.co.za
 - d. C:/computers.za

2. Watter een van die volgende programme sal jy gebruik as jy gemiddeldes wil bereken?
 - a. Powerpoint / Presentations
 - b. Word 2000 / Corel 8
 - c. Excel / QuattroPro
 - d. Outlook / Groupwise

3. As 'n brief eenmaal getik is, maar verskeie kere uitgedruk kan word met verskillende mense se name en adresse op elke brief, dan is die dokument ...
 - a. gefotostateer
 - b. gekopieer
 - c. geformateer
 - d. saamgevoeg

4. Watter tipe breek sal jy invoeg wanneer jy op 'n nuwe bladsy in 'n brief of verslag verder wil tik?
 - a. sagte bladsybreek (*soft page break*)
 - b. harde bladsybreek (*hard page break*)
 - c. afdelingsbreek (*section break*)
 - d. aaneenlopende breek (*continuous break*)

5. Die kortpad sleutels om te druk wanneer jy 'n hele dokument wil selekteer, is ...
 - a. Ctrl + A
 - b. Ctrl + S
 - c. Ctrl + E
 - d. Alt + A

SECTION C [12]

Choose the correct answer to each of the following multiple-choice questions. Type only THE LETTER of the correct answer (a/b/c/d) in the appropriate answer column on the answer sheet. (DO NOT retype the words.)

1. Which one of the following is a typical example of an electronic mail address?
 - a. [http:telko@info.uk](http://telko@info.uk)
 - b. andrew@hotmail.com
 - c. www.gepf.co.za
 - d. C:/computers.za

2. Which one of the following programs will be suitable for calculating averages?
 - a. Powerpoint / Presentations
 - b. Word 2000 / Corel 8
 - c. Excel / QuattroPro
 - d. Outlook / Groupwise

3. If a letter has been typed once but printed repeatedly with different people's names and addresses on each letter, the document was...
 - a. photocopied
 - b. copied
 - c. formatted
 - d. merged

4. What type of break will you insert to force a new page in a letter or report?
 - a. soft page break
 - b. hard page break
 - c. section break
 - d. continuous break

5. The short cut keys for selecting a whole document are ...
 - a. Ctrl + A
 - b. Ctrl + S
 - c. Ctrl + E
 - d. Alt + A

6. Druk hierdie sleutel as jy 'n gegewe opdrag wil kanselleer:

- a. Alt
- b. Delete
- c. End
- d. Escape

AFDELING D [12]

Watter beskrywing in Kolom B pas by die naam/beskrywing/simbool in Kolom A? Tik telkens SLEGS DIE LETTER van die antwoord wat jy kies in Kolom B, langs die vraagnommer op die antwoordblad.

Nr.	KOLOM A	KOLOM B	
1.	Tasskerm (<i>Touch screen</i>) en sleutelbord	A	Die opskrif binne 'n brief, na die aanhef
2.	Inhoudsopskrif	B	Druk hierdie sleutels om na 'n spesifieke bladsy in 'n dokument te gaan
3.	<i>Control + G</i>	C	Druk hierdie sleutel om die numeriese sleutelbord te kanselleer of te aktiveer
4.	↑ ↓	D	Voorbeelde van toevoertoestelle (<i>Input devices</i>)
5.	<i>Ctrl + End</i>	E	Dui aan dat teks vertikaal gesentreer moet word
6.	<i>Num Lock</i>	F	Kies hier dat die spelling gekontroleer moet word
		G	Druk hierdie sleutels om na die einde van die dokument te gaan
		H	Voorbeelde van afvoertoestelle (<i>Output devices</i>)
		I	Dui aan dat teks opwaarts geskuif moet word
		J	Dis 'n opskrif binne 'n tabel

6. Press this key if you wish to cancel a given command:
- a. Alt
 - b. Delete
 - c. End
 - d. Escape

SECTION D [12]

Which description in Column B matches the name/description/symbol in Column A? Type **ONLY THE LETTER** of your chosen answer from Column B in the appropriate answer column of the answer sheet.

No.	COLUMN A	COLUMN B	
1.	Touch screen and keyboard	A	The heading within a letter, immediately after the salutation
2.	Subject heading	B	Press these keys to go to a specific page in the document
3.	Control + G	C	Press this key to cancel or activate the numeric keypad
4.	↕	D	Examples of input devices
5.	Ctrl + End	E	Indicates that text must be centred vertically
6.	<i>Num Lock</i>	F	Select the option to check spelling here
		G	Press these keys to go to the end of the document
		H	Examples of output devices
		I	Indicates that text must be moved upwards
		J	It is a heading within a table

VRAAG 5

NOTULE

Sleutel die volgende notule in op A4-portret in Courier New 12. Behou die standaardkantlyne en voer alle manuskripinstruksies noukeurig uit. Stoor as VRAAG 5.

[25 min]

MAATSKAPLIKE DIENSTE - GAUTENG

NOTULE van die maandelikse vergadering van die Bestuurders van Maatskaplike Dienskantore gehou op Woensdag, 20 Oktober 2004 om 09:00 in die Raadsaal, Kingstraat 13, Parktown, Johannesburg.

TEENWOORDIG

Dr K Williams (Voorsitter) Mnr S Pillay (Sekretaris) } links
Dr A Bolton Mev M Makaza Mnr P Malan } justering
Mnr V Kumalo }

1. Notule b/k → alle hoofopskrifte
/ notule van die vorige vergadering word gelees,
goedgekeur en geteken.

2. Simposium

Die voorsitter stel die vergadering in kennis van die simposium oor VIGS wat op 12 November 2004 in Pretoria gehou word. Bestuurders moet toesien dat ten minste twee verteenwoordigers van hul kantore die simposium bywoon. Dokumentasie en besprekingsvorme sal binne die volgende week aan elke kantoor gefaks word.

AKSIE

SP

QUESTION 5

MINUTES

Key in the following minutes on A4 portrait and in Courier New 12. Keep the default margins and carefully carry out all manuscript instructions. Save as QUESTION 5.

[25 min]

SOCIAL SERVICES - GAUTENG

MINUTES of the monthly meeting of the Managers of offices of Social Services held at 09:00 on Wednesday, 20 October 2004 in the Board Room, 13 King Street, Parktown, Johannesburg.

PRESENT

Dr K Williams (Chairman) Mr S Pillay (Secretary) } Left justification
Dr A Bolton Mrs M Makaza Mr P Malan }
Mr V Kumalo

1. Minutes uk → all main headings
+ / minutes of the previous meeting were read, accepted and signed.

2. Symposium

The chairperson notified the meeting of the important symposium on AIDS that will be held in Pretoria on 12 November 2004. Managers should see to it that at least two delegates from their offices attend the symposium. Documentation and forms for bookings will be faxed to each office within the next week.

ACTION

SP

4. Uitbreiding van dienste

Mnr Kumalo meen dat Maatskaplike Dienste nog baie meer dienste behoort te lewer. Die volgende voorbeelde is bespreek deur die lede en moet opgevolg word:

3. Epilepsie

Dr Bolton doen kort liks verslag oor 1 konferensie oor Epilepsie wat sy in Kaapstad bygewoon het. Sy voel dat Dienskantore bestis moet deelneem aan die beoogde internasionale Epilepsie-veldtog.

AB

4.1 Voedingsprogram ^{kurs. (ital.)} van die organisasie Mandjie ^{b/k}

PM

- 4.1.1 Identifisering van vrywillige verskaffers
- 4.1.2 Identifisering van vrywillige werkers
- 4.1.3 Sentrale verspreidingspunte in elke streek

4.2 Projekte vir fondsinsameling ^{kurs.}

MM

- 4.2.1 Soek samewerking van ander organisasies
- 4.2.2 Soek borge in alle streke

5. !VOLGENDE VERGADERING

Die volgende vergadering word op 24 November 2004 in Pretoria gehou.

6. !AFSLUITING

Die vergadering verdaag om 12:00.

Nummer bls. 2
bo, regs

VOORSITTER

SEKRETARIS

Vertoon korrek

DATUM

4. Extension of services

Mr Kumalo suggested that Social Services should become involved in more than the usual services. The following examples to be followed up were discussed by the meeting:

3. Epilepsy

Dr Bolton briefly reported on / conference on Epilepsy that she recently attended in Cape Town. She suggested that Service offices definitely participate in the international Epilepsy campaign that has been planned.

4.1 ^{italics} Feeding program of the Basket ^{etc} organisation

- 4.1.1 Identifying voluntary suppliers
- 4.1.2 Identifying voluntary workers
- 4.1.3 Central distribution venues in every area

4.2 Projects for generating funds ^{ital.}

- 4.2.1 Seeking the co-operation of other organisations
- 4.2.2 Seeking sponsors in all areas

5. NEXT MEETING

The next meeting will be held on 24 November 2004 in Pretoria.

6. CLOSURE

The meeting adjourned at 12:00.

CHAIRMAN

SECRETARY

DATE

Number P.2
top, right

Display
correctly

AB

PM

MM

VRAAG 6

VERSLAG MET FINANSIËLE STAAT

Sleutel die volgende Direkteursverslag met inkomstestaat in op A4-portret.
Voer alle instruksies noukeurig uit en stoor die dokument as **VRAAG 6**.

[35 min]

VERSLAG VAN DIREKTEURE

Die Direksie bied hiermee hul jaarlikse ^{loop aan} verslag wat deel vorm van die geouditeerde finansiële state van die maatskappy vir die jaar geëindig op 31/12/2003.
_{voluit}

- # Tik in Courier New 12
- # Behou die standaard Kantlyne
- # Links justering vir die verslag

1. AARD VAN DIE BEDRYF

Die maatskappy besit mineraalregte in die Klerksdorp distrik, Noord-Wes. Mynbedrywighede het vir 'n paar jaar tot stilstand gekom as gevolg van kontant uitgawes wat baie hoog was en min verhaalbare kostes. [Na 'n suksesvolle ondersoek in 2001 na die vatbaarheid van Alease Beperk in die area, het die maatskappy mynbedrywighede hervat. Die metallurgiese toetse en navorsing is deur Anglo American se laboratoriums gedoen. Gedurende die eerste kwartaal van 2002 is kommersiële produksievlakke weer bereik.

2. Ekonomiese Resultate → b/k

Die inkomstestaat van die maatskappy is ^{op die} volgende bladsy uiteengesit. Geen afsonderlike segmentale verslag word aangebied nie, omdat dit 'n een-produk myn is wat produseer en handeldryf in Suid-Afrika. Alle aktiwiteite en ontginning word in Suid-Afrika onderneem.

3. KAPITAAL UITGAWES

Die totale kapitaal uitgawes het R26,6 miljoen beloop en is hoofsaaklik op myntoerusting bestee.

4. Aandele

Die maatskappy het 19 300 168 gewone aandele gedurende die jaar teen 'n gemiddelde prys van R1,52 per aandeel aan uitgesoekte beleggers uitgereik.

QUESTION 6

REPORT WITH FINANCIAL STATEMENT

Key in the following Directors' report with income statement on A4 portrait.
Follow all instructions carefully and save the document as **QUESTION 6**.

[35 min]

DIRECTORS' REPORT

The Directors present their annual report
that forms part of the audited financial
statements of the company for the year
ended 31/12/2003. *in full*

run on

- # Type in Courier New 12
- # Keep the default margins
- # Left justification for report

1. NATURE OF BUSINESS

The company holds mineral rights in the Klerksdorp district, North-West Province. Mining operations had ceased for a number of years due to high cash costs and low recoveries. [Following a successful feasibility study on The Alease Limited area undertaken in 2001, which indicated profitable mining of the ore body through open pit mining and using the existing CIP gold plant, the company recommended mining operations. The metallurgical test work was undertaken by Anglo American Research Laboratories. The mine achieved commercial levels of production during the first quarter of 2002.

2. Financial Results → *u/c*

The income statements of the company are *set out* on the following page. No separate segmental information is presented, as it is a one-product mine, producing and selling in South Africa. Exploration activities are all undertaken in South Africa.

3. CAPITAL EXPENDITURE

Total capital expenditure amounted to R26,6 million. The capital expenditure was primarily spent on mining equipment.

4. Share capital

During the year the company issued 19 300 168 ordinary shares at an average price of R1,52 per share to selected investors.

5. Dividende

Geen dividende met betrekking tot gewone aandeel is gedurende die finansiële jaar verklaar nie.

6. OUDITEURE → Behou afk.

Crops (& Crops Ing.) is in terme van Artikel 270(2) van die Maatskappywet heraan gestel as die ouditeure.

Bladsy 2
INKOMSTESTAAT
vir die jaar geëindig 31 Desember 2003 } d/r
≠

9 pt ← Aantekeninge

		2003	2002
		R	R
Inkomste	1,2	90 474 749	63 173 072
≠			
Min bedryfsuitgawes		34 193 726	21 044 123
≠			
Bruto wins	trs.	863 858	42 128 949
Min ander netto uitgawes		56 81 023	2 073 449
B Bedryfswins	2	55 417 165	40 055 500
Min netto uitgawes	3	3 320 783	2 372 662
Wins voor belasting		16 057 405	14 665 270
Belasting	4	-	-
Netto wins vir die jaar		16 057 405	14 665 270
→ Bold (vetdruk)			

NOTA

- * Tik die Verslag op bladsy EEN en die staat op bladsy TWEE
- * Nommer van bladsy twee bo, gesentreer (aantekeninge)
- * Syferkolomme se inhoud regs geblok en Notakolom GESENTEER

[50]

b.o.

5. Dividends

No dividends in respect of ordinary shares were declared during the financial year.

6. AUDITORS → Keep abbrev.

Crops & Crops Inc. will continue in office in accordance with Section 270(2) of the Companies Act.

→ Page 2
INCOME STATEMENT
for the year ended 31 December 2003
₣

} d/s

9 pt ← Notes

		2003	2002
		R	R
Revenue	1,2	90 474 749	63 173 072
Less working cost		34 193 726	21 044 123
Gross profit		56 281 023	42 128 949
Less other net costs		56 81 023	2 073 449
Operating profit	2	55 417 165	40 055 500
Less net finance costs	3	3 320 783	2 372 662
Profit before taxation		16 057 405	14 665 270
Taxation	4	-	-
Net profit for the year		16 057 405	14 665 270

NOTE

- * Type the Report on page ONE and the statement on page TWO
- * Numbering of page two must be top, centred
- * Right alignment of figure columns and Notes column CENTRED

[50]

p.t.o.

VRAAG 7

OMSENDBRIEF (Redigeer)

Herroep **VRAAG 7** vanaf die stiffie. Stoor die dokument as **Vraag 7A**.
Verander die lettertipe (*font*) van slegs die brief, na Courier New 12. Redigeer die dokument soos aangedui.

[18 min]

28 Augustus 2004

Geagte Kollega

BYSTAND MET OPLEIDING VAN DERDEJAAR MEDIESE STUDENTE } ^{NIE} _{vetdruk, Beskadu}

Die Fakulteit van Geneeskunde by die Universiteit van Midrand het 'n sterk verpligting ten opsigte van gemeenskapsgebaseerde onderrig in die voorgraadse kurrikulum. Die beginsel van gemeenskapsgebaseerde onderrig sluit die opleiding in van deskundiges in gesondheid in 'n omgewing waar hulle heel waarskynlik eendag sal praktiseer. Hulle behoort daar vaardighede te ontwikkel wat verwant is aan die praktyk in plaas van vaardighede wat slegs in tersiêre hospitale toegepas word. Verwyder deurstreping (*strikethrough/strikeout*)

Vir baie jare het die konsep gemeenskap alleenlik die minderbevoorregte, meestal swart, plattelandse, kliniek gebaseerde gemeenskappe ingesluit. Die ontwikkeling van vaardighede en kennis spesifiek tot hierdie gemeenskap is net so irrelevant vir baie van ons studente as slegs tersiêre hospitaal-opleiding. ^{loop aan}

Ons probeer nou om gemeenskap blootstelling vir studente meer omvattend te maak, deur middelklas, privaat praktyke in die gemeenskappe in te sluit en vir hierdie doel benodig ons die hulp van privaat praktisyns in ons omgewing.

WAT ONS HET IN DIE VERLEDE GEDOEN? } Sinkas, vetdruk (bold)

Vir die laaste twee jaar het ons groepe van ses tot agt studente toegewys aan 'n Algemene Praktisyn om spesifieke pasiënte met spesifieke mediese toestande te sien en daarna is onderrig verskaf in die sorg van so 'n pasiënt in die privaat praktyk.

----- > Voeg bladsybrek hier in. Sentreer die bladsynommer.

Wat hoop ons om in die toekoms te doen?

Ons is op soek na Algemene Praktisyns wat bereid is om een mediese student aan te neem in sy derde studiejaar. Dit sal moontlik wees om na ses maande ter verander, wat studente sal blootstel aan meer diverse ondervinding.

Vanaf volgende jaar wil ons die getal studente wat toegewys word aan elke Algemene Praktisyn, verminder. Dit sal die student en die Algemene Praktisyn geleentheid gee om die besoeke en leergeleenthede volgens keuse te reël.

QUESTION 7

CIRCULAR LETTER (Edit)

Retrieve **QUESTION 7** on the stiffy. Save the document as **Question 7A**. Change the font of only the letter to Courier New 12. Edit the document as indicated.

[18 min]

28 August 2004

Dear Colleague

ASSISTANCE WITH TRAINING OF THIRD YEAR MEDICAL STUDENTS } NOT bold, shade

The Faculty of Medicine at the University of Midrand has a strong commitment to community-based education in our undergraduate curriculum. The principle of community based education includes the training of health professionals in the environment in which they are likely to practice one day so that they can develop skills and expertise relevant to that practice, as opposed to learning skills specific to tertiary hospitals.

Remove strikethrough (strikeout)

For many years the concept of community has included only underprivileged, largely black, usually rural, clinic based communities. Developing skills and knowledge specific to this community is as irrelevant to many of our students as is tertiary hospital training.

Run on

We are endeavouring now to make the community exposure of students more inclusive, to include urban, middle class, private practice communities and for this endeavour, we need the help of the private practitioners of our city.

frs. **WHAT WE HAVE DONE IN THE PAST?** } Sentence case, bold

For the last two years we have attached groups of six to eight students to a General Practitioner who has arranged for them to see specific patients with specific medical conditions, and offered some teaching of the care of such a patient in private practice.

-----> Insert page break here. Centre the page number.

What are we hoping to do in the future?

We are looking for General Practitioners who are willing to adopt one medical student for their third year of study. It will be possible to change after six months, allowing the students exposure to more diverse experiences.

As from next year we would like to reduce the number of students attached to each General Practitioner, allowing the students and doctor to arrange their visits and learning opportunities to suit them.

p.t.o.

Gedurende hierdie tyd sal die dokter ...

del. kurs., maar behou vetdruk

Keep kolpuntlys
1cm (0.4") in

- en di student gereeld ontmoet soos wat dit beide pas;
- die student leer hoe om pasiënte met kardiovaskulêre, asemhalings- en buikprobleme te ondersoek en te ondersteun;
- aan die student verduidelik watter persoonlike en professionele kwaliteite nodig is in die privaat praktyk.

Wat bied ons in ruil aan?

Alle dokters wat aan die program gaan deelneem, sal aangewys word as buitengewone lektore in die fakulteit. Dit beteken dat hulle geregtig sal wees op die volgende:

'n sertifikaat ter erkenning van aktiwiteite namens die Universiteit;
vier gratis besoeke aan die fakulteit se biblioteek gedurende die jaar;
afslag op kopieerwerk by die biblioteek;
opleiding in gebruik van Pubmed en toegang tot gratis webbladsye.

Een oop lyn

Verwyder raam

≠

Indien u belangstel in die program, sal ek dit waardeer as u my kan skakel.

Die uwe
Richard Gibbs
Dekaan: Voorgraadse opleiding

Vertoon korrek



Skuiw hierdie prentjie na die voetskrif-deel (footer). Sentreer die prentjie in die voetskrif-deel (footer). Moenie die grootte van die prentjie verander nie.

Voeg kolpunte (bullets) in wat anders lyk as die vorige kolpunte. Blok links.

[25]

TOTAAL: 240

EINDE

During this time the doctor ... del. ital. but keep bold

Indent bulleted list (cm(0.4"))

- and the student ^{sp?} will meet as frequently as suits both;
- will instruct the student in the care and examination of patients with cardiovascular, respiratory and abdominal problems in the practice;
- will impart to the student some of the personal and professional qualities necessary for an effective private practice.

What do we have to offer in exchange?

All doctors participating in this program will be appointed as extraordinary lecturers within the faculty. This means they will be entitled to:

a certificate acknowledging activities on behalf of the university;
 four free visits to the faculty library during the year;
 discounted photocopies at the library;
 training in the use of Pubmed and access to free journal sites.

One open line

Remove frame

≠

If you are interested in the programme, I would appreciate it if you could contact me.

Yours sincerely
Richard Gibbs
Dean: Post-graduate training

Display correctly



Move this picture to the footer.
Centre the picture in the footer.
Do not change the size of the picture.

Insert bullets different to previous bullets. Block left.