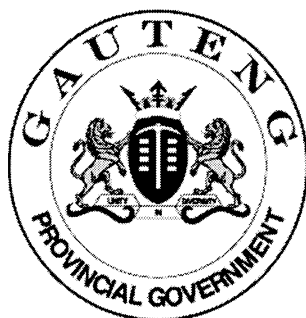


SENIOR CERTIFICATE EXAMINATION
SENIORSERTIFIKAAT-EKSAMEN



FEBRUARY / MARCH
FEBRUARIE / MAART

2005

COMPUTYPING

REKENAARTIK

(Second Paper/
Tweede Vraestel)

SG

942-2/2

COMPUTYPING SG: Paper 2

16 pages
16 bladsye



X05

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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 5, Vraag 6 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 5, Question 6 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 is 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	† Alt + 0134

5. DIE VOLGENDE DIEN AS 'N VOORGESTELDE TYDSKEDULE WAARBINNE ELKE VRAAG BEANTWOORD KAN WORD. PROBEER OM NIE HIERVAN AF TE WYK NIE.

VRAAG	ONDERWERP	PUNTE	TYD (MINUTE)
1	Ooreenkoms	40	28
2	Teorie	30	22
3	Tabel	40	28
4	Notule	45	32
5	Redigeer: Verslag	23	16
6	Omsendbrief op Briefhoof	40	28
7	Redigeer: Balansstaat	22	16
TOTAAL		240	170

4. ASCII-CODES

To save time, the following ASCII codes can be used 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	† Alt + 0134

5. THE FOLLOWING IS A PROPOSED TIME ALLOCATION IN WHICH TO ANSWER EACH QUESTION. TRY NOT TO DEVIATE FROM IT.

QUESTION	TOPIC	MARKS	TIME (minutes)
1	Agreement	40	28
2	Theory	30	22
3	Table	40	28
4	Minutes	45	32
5	Edit: Report	23	16
6	Circular Letter on Letterhead	40	28
7	Edit: Balance Sheet	22	16
TOTAL		240	170

VRAAG 1

OOREENKOMS

Tik die onderstaande ooreenkoms korrek op twee A4-portretbladsye. Gebruik 'n linkerkantlyn van 3.75 cm (1.5") en volle justering. Pas die reëls ten opsigte van regsdokumente toe. Stoor as **VRAAG 1**. [28 min.]

Diensooreenkoms

tussen

GEOFF SANGWENI

(hierna verwys na as die KONSULTANT)

en

PETER KAPLAN

(Direkteur van LAB)

① Onderstrepte woorde in blk.

② Sentr.

③ d/r waar nodig

I. DIENSTE GELEWER DEUR DIE KONSULTANT

Korrekte numering

ii. Die KONSULTANT sal / diens aan LAB lewer, soos in / Skedule omskryf, op / datums wat in / Skedule uiteengesit is.

1.2 Die dienste sal persoonlik deur die KONSULTANT gelewer word.

2. TYDSDUUR ^{NP} [2.1 Die ooreenkoms sal voltooi + afgehandel wees op die gegewe datums soos in die Skedule. Die partye mag ooreenkoms om die ooreenkoms te verleng, indien:

→ h par. 2.1.2
3. VERANTWOORDELIKHEID ^{NP} [Die KONSULTANT is verantwoordelik aan LAB se projek-bestuurder en/of span-koördineerder

loop aan

soos genoem in die Skedule, vir die bewys dat die dienste verrig is volgens die aanduidings soos in die Skedule vervat.

2.1.1 deur geskrewe kennisgewing wat deur die partye onderteken is;

QUESTION 1

AGREEMENT

Key in the following agreement correctly on two A4 portrait pages. Use a left-hand margin of 3.75 cm (1.5") and full justification. Apply the rules applicable to legal documents. Save as **QUESTION 1**. [28 min.]

Service agreement

between

GEOFF SANGWENI

(hereinafter referred to as the CONSULTANT)

and

PETER KAPLAN

(Director of LAB)

① Underlined words in caps

② Centre

③ d/s where necessary

Correct numbering

I. SERVICES TO BE PROVIDED BY THE CONSULTANT

i.i The CONSULTANT will provide / services, described in / Schedule, to LAB, on or before / dates specified in / Schedule.

1.2 The services will be provided by the CONSULTANT personally, unless otherwise stated in the Schedule.

2. DURATION ^{NP} [2.1 The agreement will commence & terminate on the dates set out in the Schedule. The parties may consent to extending the agreement for a further period, provided:

3. ACCOUNTABILITY ^{NP} [The CONSULTANT is accountable to the LAB project manager and/or team co-ordinator named ^{par. 2.1.2} run on

in the Schedule, to ensure that the services are performed in accordance with the specifications contained in the Schedule.

2.1.1 they do so in writing signed by the parties;

VRAAG 1 (vervolg)

2 Sentr.
‡

2.1.2 die kennisgewing die tydperk aandui dat die kontrak verleng word.

‡

4. ALGEMEEN ^{blk}

4.1 Die KONSULTANT sal vergoed word met die uurlikse tarief soos in die Skedule uiteengesit.

Vatdruk LAB deurgaans

4.2 Enige geskrewe materiaal wat voorberei is deur die dienste van die KONSULTANT, behoort aan LAB. 4.3 LAB is genoodsaak om die aangeduide inkomstebelasting van 25% van eise af te trek, waar nodig.

Bladsy 2, begin met par. 4.3

5. AARD VAN DIE OOREENKOMS

5.1 Hierdie ooreenkoms bevat 'n kontrak vir diens deur die KONSULTANT en word nie deur die voordele van indiensinneming geassosieer nie.

5.2 Hierdie dokument bevat die volle ooreenkoms tussen die partye, na aanleiding van die onderwerp ooreenkomstig.

5.3 Geen party het die ooreenkoms aangegaan, sonder dat enige waarborge, voorstellings, onthullings of weergee van opinies, nie in die ooreenkoms as waarborg of onderneming ingesluit is nie.

Geteken te ‡ op die dag van 2004 in die teenwoordigheid van die ondergetekende getuies.

AS GETUIES 9

1.

		} Sit slot
		} Korrek uiteen

2.

PETER KAPLAN
DIREKTEUR VAN LAB

QUESTION 1 (continued)

2 Centre
‡

2.1.2 the notice indicates the period by which the contract has been extended.

‡

4. General ^{w/c}

4.1 The CONSULTANT will be paid the hourly rate specified in the Schedule.

LAB throughout

4.2 Any written material prepared by the CONSULTANT is available in

LAB. [4.3 LAB is obligated to deduct the appropriate income tax of 25% from claims where applicable.

Page 2 starts with par. 4.3

5. NATURE OF the AGREEMENT

5.1 This agreement constitutes a contract for services and accordingly the CONSULTANT is not entitled to any of the benefits associated with employment.

5.2 This document contains the entire agreement between the parties, relating to the subject matter thereof.

5.3 Neither party relies in entering into this agreement upon any warranties, representations, disclosures or expressions of opinion, which have not been incorporated into this agreement as warranties or undertakings.

signed at ‡ on this the day of 2004 in the presence of the undersigned witnesses.

‡ AS WITNESSES 9

1.

2.

.....
GEOFF SANGWENI
CONSULTANT
.....
PETER KAPLAN
DIRECTOR OF LAB

Display correctly

[40]

VRAAG 2

TEORIE

Herroep die lêer **VRAAG 2** en beantwoord die volgende vrae. Stoor as **VRAAG 2A**.
[22 min.]

VRAAG 2.1 Tik slegs die korrekte letter in die antwoordkolom op die antwoordblad. (10)

2.1.1 Watter EEN van die volgende lêers bevat 'n prentjie, beeld of foto?

- a Edubk006.xls
- b Edubk006.bmp
- c Edubk006.wpd
- d Edubk006.mdb

2.1.2 Indien jy vinnig na bladsy 60 in a dokument wil beweeg, moet jy die volgende kortpadsleutels gebruik:

- a Alt + Ctrl + P
- b Alt + 5
- c Ctrl + 5
- d Ctrl + G

2.1.3 As jy die F1 toets druk, gebeur die volgende:

- a Die *Help*-funksie word geaktiveer.
- b Die lêer maak outomaties toe.
- c Die lys was jy geselekteer het, kan alfabeties gerangskik word.
- d Die speltoets word geaktiveer.

2.1.4 'n *Drop Cap* is:

- a 'n woord wat met 'n hoofletter moes begin het en jy het per ongeluk 'n kleinletter getik.
- b 'n hoofletter aan die begin van 'n paragraaf wat gelyk is aan twee of drie teksreëls in grootte.
- c 'n hele sin wat na hoofletters verander moet word.
- d 'n *AutoCorrect/QuickCorrect*-funksie.

2.1.5 Om vinnig na die einde van 'n teksreël te beweeg, moet jy die volgende kortpadsleutel(s) gebruik:

- a Ctrl + T
- b Ctrl + End
- c Ctrl + NumLock
- d End

QUESTION 2

THEORY

Retrieve the file **QUESTION 2** and answer the following questions. Save as **QUESTION 2A.** [22 min.]

QUESTION 2.1 Type only the correct letter in the answer column on the answer sheet. (10)

2.1.1 Which ONE of the following files contains a picture, image or photo?

- a Edubk006.xls
- b Edubk006.bmp
- c Edubk006.wpd
- d Edubk006.mdb

2.1.2 If you wish to move quickly to page 60 in a document, you should use the following shortcut keys:

- a Alt + Ctrl + P
- b Alt + 5
- c Ctrl + 5
- d Ctrl + G

2.1.3 If you press the F1 key, the following happens:

- a The *Help* function is activated.
- b The file closes automatically.
- c The list you have selected can be arranged in alphabetical order.
- d The spellchecker is activated.

2.1.4 A Drop Cap is:

- a a word that should have started with a capital letter, and you typed a small letter by mistake.
- b a capital letter at the beginning of a paragraph that is equal to two or three lines of text in size.
- c a whole sentence that must be changed to capital letters.
- d an AutoCorrect (QuickCorrect) function.

2.1.5 To move quickly to the end of a line of text, use the following shortcut key(s):

- a Ctrl + T
- b Ctrl + End
- c Ctrl + NumLock
- d End

VRAAG 2 (vervolg)

VRAAG 2.2 Tik slegs die woord WAAR of VALS in die antwoordkolom op die antwoordblad. (4)

- 2.2.1 Stiffies wat nie geformateer is nie, kan gebruik word om inligting op te stoor.
- 2.2.2 'n Skootrekenaar (*laptop*) is 'n draagbare rekenaar wat net werk met batterye.
- 2.2.3 Windows 2000 is sagteware wat die sagteware van die rekenaar bestuur.
- 2.2.4 Die woord 'woordverwerking' beteken die gebruik van rekenaars slegs om dokumente wat net teks bevat te ontwerp.

VRAAG 2.3 Vul die ontbrekende woord(e) in. (5 x 2) = (10)

- 2.3.1 ASCII is die afkorting vir
- 2.3.2 'n Sleutelbord, monitor, skerm en die sentrale verwerkingseenheid, word genoem.
- 2.3.3 Die afkorting http staan vir
- 2.3.4 Die verstekwaarde (*default*) vir 'n voetskrif (*footer*) is cm (") vanaf die onderkant van die bladsy.
- 2.3.5 is 'n voorbeeld van 'n rekeningkunde program.

VRAAG 2.4 Voeg 'n toepaslike simbool in wat jy kan gebruik om die volgende te illustreer. (3 x 2) = (6)

- 2.4.1 Die kopieregteken
- 2.4.2 'n Oppyltjie
- 2.4.3 Die wys-verskuileienskap (*show-hide*)

[30]

b.o.

QUESTION 2 (continued)

QUESTION 2.2 Type only the word TRUE or FALSE in the answer column on the answer sheet. (4)

- 2.2.1 Unformatted disks can be used to store data.
- 2.2.2 A laptop is a small portable computer that only runs on batteries.
- 2.2.3 Windows 2000 is an operating system that will manage the computer's software.
- 2.2.4 The words 'word processing' mean the use of computers to create documents containing only text.

QUESTION 2.3 Fill in the missing word(s). (5 x 2) = (10)

- 2.3.1 ASCII is the abbreviation for
- 2.3.2 A keyboard, monitor, screen and system unit are called
- 2.3.3 The abbreviation http stands for
- 2.3.4 The default for a footer is cm (") from the bottom edge of the page.
- 2.3.5 is an example of an accounting program.

QUESTION 2.4 Insert an appropriate symbol which you could use to illustrate the following. (3 x 2) = (6)

- 2.4.1 The copyright sign
- 2.4.2 An up arrow
- 2.4.3 The show-hide sign

[30]

p.t.o.

VRAAG 3

TABEL

Sleutel die volgende tabel in op A4-landskap. Gee aandag aan manuskriptekens.
Stoor as **VRAAG 3**. [28 min.]

Indiensname in die formele nie-landbou private sektor] 14 pt.
14 pt. blks links
Room 3 pt. 1889 TOT 1999] 12 pt. olk

Sektore	Sant. [Aantal werkers (duisende)]			Bank krediet-verleening
	1989	1999	%	
Vatdruk alle kolomskrifte				Junie 2000
Dubbellyn				
Mynwese	796	433	-45,6	1,0
Vervaardiging	1 594	1 303	-18,3	6,5
Konstruksie	416	233	-43,9	1,3
Elektrisiteit	52	42	-18,9	0,5
Handel, spyseniering en akkomodasie	805	881	+9,5	3,7
Vervoer, berging en kommunikasie	91	60	-34,3	1,5
Finansiële bemiddeling en versekering	179	204	+13,5	25,5
Wasserge en droogskoonmaakdienste en ander dienste	13	10	-21,4	9,4
Ander	-	-	-	12,8
Individue	-	-	-	35,8
Totaal	3 949	3 169	-19,8	100,0

Regsblok kolom 2-5
 { Vatdruk en skadu }
 { (totaal-ry) ± 12 % }
 # Skuit Landbou in

[40]

b.o.

QUESTION 3

TABLE

Key in the following table on A4 landscape. Pay special attention to manuscript signs. Save as **QUESTION 3.** [28 min.]

14 pt. Employment in the formal non-agricultural sector] u/c left
 14 pt. 1989 TO 1999] 12 pt. %/c left
 3 pt. Frame

Centre (Number of workers (thousands))

Bank credit lending

June 2000

1989 1999 %

Sectors

Double line

Bold all column headings

Sectors	1989	1999	%	June 2000
Mining	796	433	-45,6	1,0
Manufacturing	1 594	1 303	-18,3	6,5
Construction	416	233	-43,9	1,3
Electricity	52	42	-18,9	0,5
Commerce, catering and accommodation	805	881	+9,5	3,7
Transport, storage and communication	91	60	-34,3	1,5
Financial agencies and insurance	179	204	+13,5	25,5
Laundries and dry-cleaning and other services	13	10	-21,4	9,4
Other	-	-	-	12,8
Individuals	-	-	-	35,8
Total	3 949	3 169	-19,8	100,0

Right block columns 2-5

Includes Agriculture (total row) = 12%

{ Bold and shade

[40]

VRAAG 4

NOTULE

Tik die onderstaande notule korrek op twee A4 portretbladsye. Gebruik kantlyne van 2.54 cm (1"). Stoor as **VRAAG 4**. [32 min.]

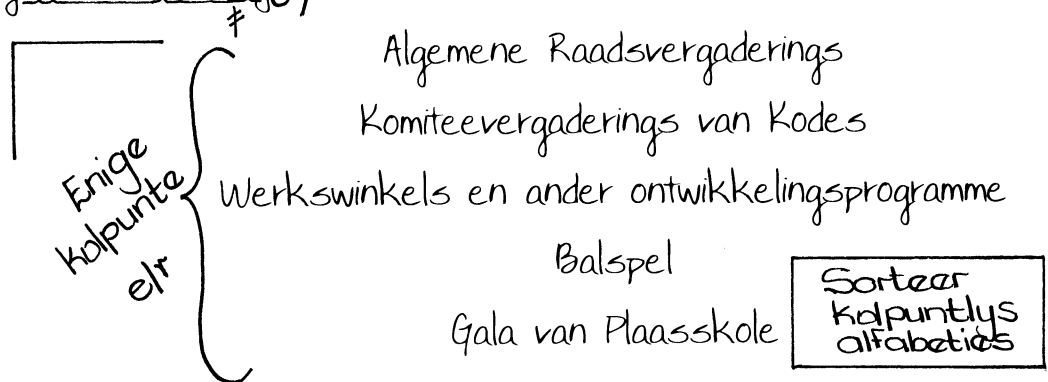
Notule van 'n ^{o/k} wat gehou is in die Garden Court Hotel in SANDTON, op 18/10/2004 om 18h00. ^{voluit} vergadering

1. Opening ^{blks} [Mnr Brian Lara open met gebed. ^{NP}
2. Verwelkoming ^{blks} [Die Voorsitter, mnr Basie Venter, verwelkom al die afgevaardigdes. Hoofopskrifte in vetdruk

3. TEENWOORDIG ^{blks} [Basie Venter (Voorsitter), Brian Lara (Sekretaris), [↑] Bismarck Mosque, Naas Botha, David Beckham, Nkondo Balfour en Zola Budd. Sandra Lee (Tesourier), [↓] 2005

4. GOEDKEURING VAN DIE [↓] JAARKALENDER: MNR MOSQUE, TOERNOOI BEAMPTTE In lyn met die vroeëre bespreking, is verskeie sportsoorte (kodes) gevra om individuele kalenders vir verskeie toernooie voor te lê. Kodes sal inligting van ^{blks} ~~spele~~ ^{toernooie} aan provinsies bekend maak nadat dit met die nasionale kantoor uitgeklaar is.

4.1 Die volgende gebeurtenisse sal 'n norm op die jaarkalender bly. [↑] Onderstreep en kursief



QUESTION 4

MINUTES

Type the following minutes correctly on two A4 portrait pages. Use margins of 2.54 cm (1"). Save as **QUESTION 4**. [32 min.]

Minutes of a ^{u/c} meeting that was held at the Garden Court Hotel in SANDTON, on 18/10/2004 at 18h00. In full meeting

1. Opening^{u/c} [Mr Brian Lara conducted the opening.]^{NP}
2. Welcome^{u/c} [The Chairperson, Mr Basie Venter, welcomed all the delegates.]
3. ATTENDANCE REGISTER^{u/c} [Basie Venter (Chairperson), Brian Lara (Secretary), Bismarck Mosque, Naas Botha, David Beckham, Nkondo Balfour and Zola Budd. Sandra Lee (Treasurer), 2005]

Main headings in bold

4. RATIFICATION OF THE YEAR CALENDAR: MR MOSQUE, TOURNAMENTS OFFICER In line with the earlier discussion, different sports (codes) were requested to submit individual calendars for tournaments. Codes will forward information of ~~games~~^{tournaments} to provinces after being cleared with the national office. 4.1 The following events will remain standard in the year calendar, Underline and italic

- Any bullets s/s {
 - General Council Meetings
 - Code Committee Meetings
 - Workshops and other development programmes
 - Ball Games
 - Farm Schools Festival
- Sort bulleted list alphabetically

VRAAG 4 (vervolg)

4.11 Kommentaar/Vrae Zola versoek dat die bestuur die aldam ² _{blk} resort ^{blk} as 'n geskikte vergaderingsplek sal oorweeg. Die feit dat mense oornag moet reis en dadelik met die vergaderings begin, moet weer in oorweging geneem word. Zola het 'n beroep gedoen op NEC om aandag te skenk aan lede se besorgdheid.

Behou afkorting

5. VOORLOPIGE KENNISGEWING VAN TOEKOMSTIGE

GEBEURLIKHEDE 5.1 Atletiek Daar word tans met hotelle vir laerskole-atletiek te Germiston (Gauteng) onderhandel.

5.2 Ontwikkelingskursus vir plaasskole

Understreep en kursief
Sub-paragraafopskrifte

Die huidige sekretaris noem dat die werks(winkel) sal plaasvind.

5.3 Gala vir plaasskole Die sportkodes wat deelneem, sal

Die teenwoordigheid van die provinsiale sportbeampies is beklemtoon.

dieselfde wees as in 2004. Vlugbal vra vir 'n o/19-ouderdomsgroep.

Almal is teenwoordig gevra om die loop aan

stembriefie in te vul en by die volgende vergadering in te handig. ^{MP} [Die

vergadering verdaag om 20:40.

[Sekretaris] ^{blks} [Voorsitter] [Datum] ^{blk}

X #

# stembrief	Veldruk, blk, 16 pt. alle inligting	vlugbal!
# o/19-span	ja # <input type="checkbox"/> <u>2.54 cm (1")</u>	nee # <input type="checkbox"/>

SA JUNIOR SPORT → Hoofopskrif

QUESTION 4 (continued)

4.11 Comments/Questions Zola requested the office to reconsider
 the suitability of aldam resort as a meeting venue. The fact that
 people have to travel overnight and immediately start with the meetings
 also needs to be reconsidered. Zola appealed to NEC to pay
 attention to members' concerns.

Keep abbreviation

5. PRELIMINARY NOTICE OF FORTHCOMING

EVENTS 5.1 Athletics Negotiations with hotels for primary
 school athletics at Germiston (Gauteng) are ongoing.

5.2 Farm School Development Course

Underline and italic headings of sub-par.

The acting secretary announced that the work shop is still on track.

5.3 Farm School Festival The codes of sport will be the

The attendance of the provincial sport officers was emphasised.

same as in 2004. Volleyball requested an u/19 age group instead of
 an open group. The people present

were asked to complete the ballot, hereby included, and to be handed
 in at the next meeting. [The meeting closed at 20:40.]

[Secretary

[Chairperson

[Date

X #

ballot Bold, u/c, 16 pt. all information
 # u/19 team yes # 2.54 cm (1") volleyball !
 # no #

SA JUNIOR SPORT Main heading

VRAAG 5

VERSLAG: REDIGEER

Herroep die lêer benoem **VRAAG 5** vanaf u disket. Bring die veranderinge aan soos in die instruksies hieronder aangedui. Stoor as **VRAAG 5A**. [16 min.]

TIKSTER:

- Verander die linkerkantruimte na 2.54 cm (1").
- Verander die opskrif in Times New Roman, 20 pt hoofletters, geonderstreep en regsblok.
- Herhaal (*copy*) die opskrif aan die einde van die dokument, laat een oop reël voor dit.
- Voeg 'n raam van jou keuse om die eerste paragraaf.
- Paragraaf 1 moet in Times New Roman en 1 ½ reëlaafstande wees.
- Transponeer 'Lovely' en 'Dark' in paragraaf 1.
- Vind en vervang MAC met TAN.
- Korrigeer enige spelfoute.
- Paragraaf 2 moet in Times New Roman en in enkelreëlaafstand wees.
- Vetdruk (*bold*) die woorde 'Maar haar ... met rooi hare' in paragraaf 2.
- Verander paragraaf 2 en 3 in volle justering.
- Verander paragraaf 2 en 3 in twee kolomme van gelyke lengte en breedte, met 'n vertikale lyn tussenin.

QUESTION 5

REPORT: EDIT

Retrieve the file called **QUESTION 5** from your disk. Make the changes as indicated in the document on the next page. Save as **QUESTION 5A**. [16 min.]

TYPIST:

- Change the left-hand margin to 2.54 cm (1").
- The heading must be in Times New Roman, 20 pt caps, underlined, aligned right.
- Repeat (copy) the heading at the end of the document, leaving one open line before it.
- Insert a border of your choice around the first paragraph.
- Paragraph 1 must be in Times New Roman and 1 ½ line spacing.
- Transpose 'Lovely' and 'Dark' in paragraph 1.
- Find and replace MAC with TAN.
- Correct any spelling errors.
- Paragraph 2 must be in Times New Roman and single line spacing.
- Bold the words 'Her hair ... red hair again' in paragraph 2.
- Fully justify paragraphs 2 and 3.
- Format paragraphs 2 and 3 in two columns of equal length and width, with a vertical line in between.

VRAAG 5 (vervolg)

Verslag van Mary J

Sy is die koningin van hip-hop soul wat die pad oopgemaak het vir sangeresse soos Linda Hill en Macy Gray. Vandat sy in 1992 die eerste keer op die tonel verskyn het, het die New Yorker nog altyd haar hart op haar stylvolle mou gedra. Tans behaal Mary J ook op ander vlakke sukses, onder meer as model vir Lovely and Dark haarkluer, as segsvrou vir MAC.

Mary se karamelkleurige vel is gewoonlik natuurlik behalwe vir 'n vegie MAC Chestnut lippotlood. Maar haar hare is 'n ander storie, want met haar kapsel doen sy baie moeite. Mary het in die verlede al rooi hare gehad, toe 'n blonde bom geword en daarna weer gespog met rooi hare. Sy is lief vir ontwerpersklere. Wanneer sy optree verkies sy styfpassende nommertjies.

Om reg te laat geskied aan al haar kleefkleertjies, het sy 'n proteïendieet begin volg. ^{Kursief} [Vrugte en groente was nog altyd vir haar belangrik.] Maar Mary mis steeds pizzas, roomys en sjokolade. Geen brood en geen aartappels vir haar nie. Drie maande voor haar onlangse toer het sy begin met 'n oefenprogram. Om haar vorm te behou, oefen sy drie tot vier keer per week. *dbl*



QUESTION 5 (continued)

Report on Mary J

She's the queen of hip-hop soul, paving the way for the likes of Lauryn Hill and Linda Gray. Since she first arrived on the scene in 1992, this old New Yorker has always worn her heart on her stylish sleeve. Now Mary J is enjoying another level of success, which includes being the celebrity model for Lovely and Dark hair colour, promoting MAC.

Mary's caramel skin is usually bare, save for a stroke of MAC chestnut lip pencil. Her hair, however, is very high-maintenance. Mary had red tresses, then she dropped a blonde bombshell and after that red hair again. She gravitates to casual designer threads. For performing, she prefers tight outfits.

To look lovely in all her second-skin outfits, ^{*Italic*} Mary started on a protein diet. Fruit and vegetables have always been important to her. Mary misses eating pizza, ice cream and chocolate. No bread and no potatoes. Three months before starting on her recent tour, she began working out. To maintain her figure, Mary works out three to four times a week. *del*



[23]

p.t.o.

VRAAG 6

OMSENDBRIEF OP 'N BRIEFHOOF

Herroep die lêer benoem **VRAAG 6** vanaf die disket. Tik die omsendbrief korrek.
Gebruik kantlyne van 2.54 cm (1"). Stoor as **VRAAG 6A.**

[28 min.]

3 Februarie 2004

AAN DISTRIKBEAMPTES

Distrikbestuurders

Beleids- en beplanningsbeamptes van distrikte

Hoofde van onafhanklike skole

} Sit
korrek
uiteen

Geagte Kollegas

SKOLE SAMEWERKINGSFONDSE

U word daaraan herinner dat die instellings wat graag 'n
aansoek vir die Skole Samewerkingsfonds vir 2006 wil maak, dit
by die spesifieke distrikskantore voor of op 30 September 2004
moet doen.

Neem asseblief kennis dat die aansoeke gestuur moet word aan:
[Timothy Makofane, Distrikskantoor, Kamer 303, Pretoria, 0002.]^{del}

Skole word daaraan herinner dat daar 'n aansoek vir befondsing
vir 'n spesifieke vaardigheidsprojek moet wees waarin die
leierskool die verantwoordelikheid neem om die ander skool te
ondersteun met opleiding en toepassing van vaardighede in

QUESTION 6

CIRCULAR LETTER ON LETTERHEAD

Retrieve the file **QUESTION 6**. Type the circular letter correctly. Set the margins on 2.54 cm (1"). Save as **QUESTION 6A**. [28 min.]

3 February 2004

TO DISTRICT OFFICIALS

District manager

District policy and planning officials

Principals of independent schools

} Display
correctly

Dear Colleagues

SCHOOL COLLABORATION FUND

You are reminded that those institutions that would like to make an application to the School Collaboration Fund for 2006 should do so at the relevant district offices on or before 30 September 2004.

Please be informed that the applications should be sent to:

[Timothy Makofane, District Office, Room 303, Pretoria, ~~0002~~.^{del}

Schools are reminded that this will be an application for funding for a specific skills transfer project in which a lead school takes the responsibility to assist other schools in training and transferring of skills in areas where the lead

VRAAG 6 (vervolg)

areas waar die leierskool 'n bepaalde deskundige het. [Maak seker dat die skoolstempel asook die stempel van die distrik op die aansoekvorms voorkom. [Onthou om afskrifte van u aansoek te hou, aangesien die oorspronklikes nie teruggestuur sal word nie.

Bladsy 2 begin
niet

²/₁ #
Totale koste vir ³ werkswinkels vir finansiële beplanning:

Keep in tot 1^{ste} tabelstop

Handboek	R100,00	} d/r
Drukkoste van 25 handboeke	R440,00	
Knipborde	R50,00	
Penne	<u>R25,00</u>	
Totale koste vir kursusmateriaal	R615,00	
Koste per werkswinkel (3 x R700,00)	<u>R2100,00</u>	
Totale koste vir vaardigheidskursus	<u>R2715,00</u>	

Die Distrik wens al die skole ^{blk} ALLE SUKSES toe met die voorbereiding en registrasie van aansoeke by die GDO Hoofkantoor.

Behou afkorting

SENIOR BESTURDER: TSHWANE-SUID DISTRIK] Sit korrek uitteen
DONNY ALBRECHTS

[40]

b.o.

QUESTION 6 (continued)

school has a certain expertise. [Ensure that both the school stamps as well as the district stamps appear on your application forms. [Remember to keep copies of your application, as the originals will not be returned.

Page 2 starts here.

2
#

Total cost for 3 workshops for financial planning:

└ Indent to 1st tab stop

Manual	R100,00	d/s
Printing 25 manuals	R440,00	
Flipchart	R50,00	
Flipchart pen	<u>R25,00</u>	
Total cost of course material	R615,00	
Cost per workshop (3 x R700,00)	<u>R2100,00</u>	
Total cost for skill transfer	<u>R2715,00</u>	

The District wishes each of our schools success in the preparation of the applications as well as ALL THE BEST when the applications are adjudicated for funding at the GDE Head Office.

keep abbreviation

SENIOR MANAGER: DISTRICT TSHWANE SOUTH] Display correctly
DONNY ALBRECHTS

[40]

VRAAG 7

REDIGEER: BALANSSTAAT

Herroep die lêer benoem **VRAAG 7** van die disket. Bring die nodige veranderinge aan soos aangedui in die instruksies in die onderstaande dokument. Stoor as **VRAAG 7A.** [16 min.]

- Verander die hoofskrif na Comic Sans of Arial 20 pt, gespasiëerde hoofletters.
- Voeg drie simbole van jou keuse in, in dieselfde reël as die hoofskrif. Regsblok die simbole. Lettergrootte: 20 pt.
- Haal die kolom tussen 2004 en 2003 uit. Maak seker die kantlyne is gelyk (2.54 cm/1"). Verander die grootte van die 2004/2003 kolomme om die inhoud te pas.
- Voeg 'n ry in waar aangedui.

MICCA SAGTEWARE	<i>Sentr.</i> Nota	2004 R	2003 R
<i>Voeg 'n 3pt. dik lyn in</i>			
BATES			
NIE-BEDRYFSBATES		118 456	122 823
• Vaste bates	<i>Keep items met kolpunte</i> 4	116 612	119 427
• Lening: Micca Trust	<i>1cm/0.4" in</i> 3	1 844	3 396
BEDRYFSBATES	<i>↳ kursief</i>	4 653 319	3 925 191
• Kontant	2	113 711	748 557
• Handelsontvangbares	5	4 539 608	3 176 634
TOTALE BATES		<u>4 771 775</u>	<u>4 048 014</u>
EKWITEIT EN LASTE			
KAPITAAL EN RESERWES			
Behoue inkomste		3 525	563 008
NIE-BEDRYFSLASTE	<i>Voeg 'n ry in.</i>		
Handels- en ander betaalbares	6	4 768 250	3 485 006
TOTALE EKWITEIT EN LASTE		<u>4 771 775</u>	<u>4 048 014</u>
Balansstaat op 31 maart 2004			

Voeg 'n dubbellyn in na die totale

Skuif na onder die hoofskrif en verander na Comic Sans / Arial 20 pt. blk

[22]

QUESTION 7

EDIT: BALANCE SHEET

Retrieve the file called **QUESTION 7** from your disk. Make the changes as indicated in the instructions in the document below. Save as **QUESTION 7A**. [16 min.]

- Change the main heading to Comic Sans or Arial, 20 pt, spaced caps.
- Insert three symbols of your choice in the same row as the main heading. Right-align these symbols. Font size: 20 pt.
- Delete the column between 2004 and 2003. Make sure that margins remain equal (2.54 cm/1"). Adjust the size of the 2004/2003 columns to suit the content.
- Insert a row where shown below.

MICCA SOFTWARE

Insert a 3pt. (thick) line

Centre
Note

2004
R

2003
R

ASSETS

NON-CURRENT ASSETS

118 456

122 823

- Fixed assets *Indent bulleted items by 4*
- Loan account: Micca Trust *1cm/0.4"* 3

116 612
1 844

119 427
3 396

CURRENT ASSETS *Italic*

4 653 319

3 925 191

- Bank and cash balances 2
- Trade and other receivables 5

113 711
4 539 608

748 557
3 176 634

TOTAL ASSETS

4 771 775

4 048 014

EQUITY AND LIABILITIES

CAPITAL AND RESERVES *Insert a row*
Retained surplus

3 525

563 008

NON-CURRENT LIABILITIES

Trade and other payables 6

4 768 250

3 485 006

TOTAL EQUITY AND LIABILITIES

4 771 775

4 048 014

Balance sheet at 31 march 2004

Move to after heading. Change to Comic Sans / Arial 20 pt, ulc

[22]

END

TOTAL: 240