SENIOR CERTIFICATE EXAMINATION
SENIORSERTIFIKAAT-EKSAMEN

OCTOBER / NOVEMBER
OKTOBER / NOVEMBER

2005

COMPUTYPING
REKENAARTIK

Second Paper / *Tweede Vraestel*

SG

942-2/2

COMPUTYPING/REKENAARTIK SG : P2/V2

942 2 2 SG

20 pages
20 bladsye

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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 bladsygrootte (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 van elke vraag 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 4, Vraag 6, Vraag 7** en **Vraag 8,** 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 4, Question 6, Question 7** and **Question 8,** can be found on the diskette provided.

p.t.o.

4. ASCII-KODES

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

ü	Alt + 129	ä	Alt + 132	é	Alt + 130	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	†	Alt + 0134	‡	Alt + 0135

5. TYDSKEDULE

Die volgende dien as 'n voorgestelde tydskedule vir die beantwoording van elke vraag. Probeer om nie hiervan af te wyk nie.

VRAAG	ONDERWERP	PUNTE	TYD (minute)
1	Huurkontrak	25	18
2	Redigeer: Omsendbrief met program	25	18
3	Tabel	30	21
4A	Agenda	15	11
4B	Notule	25	18
5	Finansiële Staat	30	21
6	Sakebrief	40	28
7	Redigeer: Nuusbrief met kolomme	20	14
8	Teorie	30	21
TOTAAL		**240**	**170**

4. ASCII CODES

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

ü	Alt + 129	ä	Alt + 132	é	Alt + 130	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	†	Alt + 0134	‡	Alt + 0135

5. TIME SCHEDULE

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

QUESTION	TOPIC	MARKS	TIME (minutes)
1	Lease	25	18
2	Edit: Circular with programme	25	18
3	Table	30	21
4A	Agenda	15	11
4B	Minutes	25	18
5	Financial Statement	30	21
6	Business letter	40	28
7	Edit: Newsletter with columns	20	14
8	Theory	30	21
TOTAL		**240**	**170**

p.t.o.

INSTRUKSIES AAN TOESIGHOUERS

LEES DIE ONDERSTAANDE INSTRUKSIES SORGVULDIG DEUR.

1. U word verwys na die omsendbriewe wat die spesifieke instruksies vir die Rekenaartikeksamen 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 insleutel van die antwoorde op hierdie vraestel is 2 uur 50 minute.

6. Alle antwoorde moet op die stiffie 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 Computyping 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.

VRAAG 1

HUURKONTRAK

Tik die volgende regsdokument op A4-portret. Omraam slegs die eerste bladsy (voorblad) met 'n toepaslike raam. Neem die uitlegreëls van regsdokumente in ag wanneer jy die dokument tik en voer die manuskripinstruksies noukeurig uit. Stel die linkerkantlyn van die hele dokument op 3.75 cm (1.5"). Stoor as **VRAAG 1**. **[18 min]**

HUURKONTRAK

aangegaan deur en tussen

IRIS TRUST: VERHUURDER

en

SOLOMON CRAVEN: HUURDER

6 oop lyne hier

Williams en Vennote
Prokureurs
Pretoriusstraat 33
GERMISTON
1401

12 Desember 2005

Hierdie deel is die voorblad.

Bls 1 – moenie bls. 1 nommer nie

HUURKONTRAK

HIERDIE OOREENKOMS aangegaan deur en tussen

IRIS TRUST

hierna die VERHUURDER genoem, van die adres

Iris Hospitaal
Plantstraat 890
EIKENDAL
2570

en

SOLOMON CRAVEN
hierna die huurder genoem, van die adres

d/r

b.o.

QUESTION 1

LEASE

Type the following legal document on A4 portrait. Insert a suitable page border on the first page (front page) only. Take all the layout rules for legal documents into consideration when typing the document and carefully carry out all manuscript instructions. Set the left-hand margin of the entire document on 3.75 cm (1.5"). Save the document as **QUESTION 1**. **[18 min]**

LEASE

made and entered into by and between

IRIS TRUST: LESSOR

and

SOLOMON CRAVEN: LESSEE

6 open lines here

Williams and Partners
Attorneys
33 Pretorius Street
GERMISTON
1401

12 December 2005

This section is the front page.

Page 1 – do not number page 1

LEASE

THIS AGREEMENT made and entered into by and between

IRIS TRUST

hereinafter called the LESSOR, whose address is

Iris Hospital
890 Plant Street
EIKENDAL
2570

and

SOLOMON CRAVEN
hereinafter called the lessee, whose address is

d/s

p.t.o.

VRAAG 1 (vervolg)

Sneeuustraat 13
EIKENDAL
2570

e/r

1. Die VERHUURDER verhuur aan / HUURDER Suite 5 wat geleë is te:

Suidelike Vleuel
stet. Iris ~~Hospitaal~~ Kliniek
Plantstraat 890
EIKENDAL
2570

2. Die huurkontrak strek oor 'n vaste tydperk van 2 (twee) jaar wat 'n aanvang neem op 1 Januarie 2006 en eindig op 31 Desember 2007.

4. Die huurgeld vir die vaste tydperk beloop R6 000 (ses duisend rand) per maand en is betaalbaar op die 3de (derde) dag van elke maand.

boskrif

3. Die HUURDER het aan die einde van hierdie tydperk 'n opsie om die kontrak te hernu vir 'n verdere 2 (twee) jaar.

5. Diensfooie vir water en elektrisiteit is ingesluit by die huurgeld.

6. Die VERHUURDER is verantwoordelik vir onderhoud aan die binnekant van die Suite.

Sit bladsybreek hier in, nommer bls. 2 links bo

7. Die koste verbonde aan die opstel van hierdie huurkontrak asook die seëlregte daarop, is betaalbaar deur die huurder.

GEDOEN EN GETEKEN deur die betrokke partye te GERMISTON op hierdie twaalfde dag van Desember 2005 in die teenwoordigheid van die ondergetekende getuies.

e/r

GETUIES

1. ....
VERHUURDER

2. ....
HUURDER

Vertoon korrek

[25]

b.o.

QUESTION 1 (continued)

13 Snow Street
EIKENDAL
2570

s/s

1. The LESSOR lets to / LESSEE Suite 5 situated at:

Southern Wing
Iris ~~Hospital~~ Clinic (stet)
890 Plant Street
EIKENDAL
7570

2. The lease is for a fixed period of 2 (two) years commencing on 1 January 2006 and terminating on 31 December 2007.

4. The rent for the fixed period is R6 000 (six thousand rand) per month payable on the 3rd (third) day of every month.

Superscript

3. By the end of this period the LESSEE will have the option to renew the contract for a further period of 2 (two) years.

5. The service fee for water and electricity charged to Suite 5 is included in the rent.

6. The LESSOR is responsible for all interior maintenance of the Suite.

Insert a page break here, number p. 2 top left

7. The cost of compiling this lease as well as stamp-duties, will be payable by the lessee.

DONE AND SIGNED by the parties involved at GERMISTON on this twelfth day of December 2005 in the presence of the undersigned witnesses.

s/s

WITNESSES

1. ....
LESSOR

2. ....
LESSEE

Display correctly

[25]

p.t.o.

VRAAG 2

OMSENDBRIEF - REDIGEER

Herroep **VRAAG 2** vanaf die stiffie en bring die nodige veranderinge aan soos aangedui op die harde kopie wat hieronder en op die volgende bladsy volg. Stoor die dokument as **VRAAG 2A.** **[18 min]**

INSTRUKSIES:

- Kontroleer spelling slegs in die brief.
- Verander justering na links justering – gebruik koppelteken regs waar nodig.
- Vind en vervang die woord Tee met die woord Verversings.
- Verander die lettertipe (font) van die brief en die program na Courier New 12.

1 Oktober 2005

Geagte Kollega

MEDIESE KONFERENSIE (25 VPO PUNTE)

Graag verwys ons na ons vorige skrywe waarin u meegedeel is dat ons jaarliks twee mediese konferensies aanbied. Hier is 'n geleentheid om op 'n produktiewe wyse 'n hele 25 punte te verdien. U praktyk ly terselfdertyd nie skade deur u afwesigheid nie, omdat u slegs een werksdag vir die bywoning van die konferensie afstaan. U kan verseker wees dat lesings van 'n baie hoë standaard is en deur kundiges aangebied word. Lesing elke na sal daar tyd vir groepbesprekings wees.

3 2 1 trs

Verwyder dubbelstreep (double strikethrough)

Vanjaar sal die tweede konfirensie op 18 en 19 November 2005 by die ~~bekende~~ Panong Hotel in Pretoria gehou word. Die koste om die konferensie by te woon, beloop R2 274,30 (R1 995 + 14% BTW). Hierdie bedrag sluit verblyf en alle etes in. Indien verkies, kan u die konferensie bywoon en slegs 'n bedrag van R1 689,60 (R1 490 + 14% BTW) betaal wat verblyf en ontbyt uitsluit, maar ander etes en verversings gedurende die konferensie insluit.

NP 'n Volledige program word hierbei aangeheg. Indien u belangstel om enige van die lesings by te woon, moet u ontvangsdame ons dadelik skakel sodat ons 'n registrasievorm aan u kan faks wat u dan volledig moet voltooi. Loop aan

Die akkreditasie van hierdie konferensie word deur SAMA gedoen.

Die uwe

Dr Wim Schoombee

Organiseerder

Bylae

Pas uitlegreëls toe

QUESTION 2

CIRCULAR - EDIT

Retrieve **QUESTION 2** from the stiffy and make the necessary changes as indicated on the hard copy below and on the next page. Save the document as **QUESTION 2A.** **[18 min]**

INSTRUCTIONS:
- Check spelling in the letter only.
- Change justification to left justification – hyphenate where necessary.
- Find and replace the word Tea with the word Refreshments.
- Change the font of the letter and the programme to Courier New 12.

1 October 2005

Dear Colleague

MEDICAL CONFERENCE (25 CPD POINTS)

We refer to our previous correspondence in which you were informed about our two annual medical conferences. You now have the opportunity to earn 25 points in a highly productive manner. What's more, your practice is not harmed by your absence, as you only have to attend one single day. We assure you that lectures are of a very high standard and will be presented by experts. Lecture every after there will be time for peer discussions.

3 2 1 trs

Remove double strikethrough

The second conferince for this year will be held in Pretoria at the ~~well-known~~ Panong Hotel on 18 and 19 November 2005. Attendance costs are R2 274,30 (R1 995 + 14% VAT). This amount includes all expenses and meals. If you wish, you may attend the conference and pay only the amount of R1 689,60 (R1 490 + 14% VAT) that excludes bed and breakfast but includes meals and refreshments served during the conference. [We enclose a complete programme herewit. If you are interested in attending any of the lectures, please ask your receptionist to contact us immediately. We will then immediately fax a registration form to you that must be completed in full. Run on

NP

SAMA will do the accreditation for this conference.

Yours truly

Dr Wim Schoombee

Organiser

Enclosure

Apply layout rules

VRAAG 2 (vervolg)

16 pt, B/k + Sentr.

Versteek alle horisontale lyne in program. Behou die buiteraam van die program.

Konferensieprogram

Blok links

kurs. (ital)

VRYDAG		18 November 2005, Registrasie vanaf 08:00
09:00 – 12:00	Prof W Nel	**Patologie – Chemies** ✧ Optimale benutting van diagnostiese laboratorium-geneeskunde
12:00 – 13:00	Middagete	
13:00 – 15:00	Dr P Brian	
15:00 – 15:30	Tee	
15:30 – 17:30	Dr P Moale	**Mediese Etiek** ✧ Beperkings vir die dokter ✧ Geld, sedes en medisyne
17:30 – 18:30	Aandete	
18:30 – 20:30	Prof P Ras	**Beroepsgesondheid** ✧ Praktiese benadering
	Skuif, maar behou oop ry hier	**Oftalmologie** ✧ Nuutste ontwikkelings ✧ Katarakchirurgie
SATERDAG	*19 November 2005*	
07:30 – 09:30	Prof K Sher	**Virologie** ✧ Kliniese beeld van HIV ✧ Hantering van HIV
09:30 – 10:00	Tee	
10:00 – 12:00	Dr S Naidoo	**Hematologie** ✧ Volbloedtelling, HIV, Malaria ✧ Trombose
12:00 – 13:00	Middagete	
13:00 – 15:00	Prof H Kerr	**Nefrologie** ✧ Nierversaking
15:00 – 15:30	Tee	
15:30 – 17:30	Dr K Zeiss	**Huisartskunde** ✧ Streshantering vir die dokter

B en onderstr. (SATERDAG)

Verwyder skadu

[25]

b.o.

QUESTION 2 (continued)

16 pt, U/c + Centre

Conference Programme

Hide all horizontal lines in programme.
Keep frame of the programme.

FRIDAY	Align left	18 November 2005, Registration 08:00 (ital)
09:00 – 12:00	Prof. W Nel	**Pathology – Chemical** ✧ Optimal utilisation of diagnostic laboratory medical science
12:00 – 13:00	Lunch	
13:00 – 15:00	Dr P Brian	
15:00 – 15:30	Tea	
15:30 – 17:30	Dr P Moale	**Medical Ethics** ✧ Limitations for the doctor ✧ Money, morals and medicine
17:30 – 18:30	Supper	
18:30 – 20:30	Prof. P Ras	**Occupational Health** ✧ Practical approach
B and underline	Move, but keep open row here	**Ophthalmology** ✧ Latest developments ✧ Cataract surgery
SATURDAY	*19 November 2005*	
07:30 – 09:30	Prof. K Sher	**Virology** ✧ Clinical image of HIV ✧ Managing HIV
09:30 – 10:00	Tea	
10:00 – 12:00	Dr S Naidoo	**Haematology** ✧ Full blood count, HIV, Malaria ✧ Thrombosis
12:00 – 13:00	Lunch	
13:00 – 15:00	Prof. H Kerr	**Nephrology** ✧ Kidney failure
15:00 – 15:30	Tea	
15:30 – 17:30	Dr K Zeiss	**General Practice** ✧ The doctor and handling of stress

Remove shading

[25]

p.t.o.

VRAAG 3

TABEL

Sleutel die volgende Jaarplan vir Mediese Opleidingskursusse netjies in op A4-landskappapier. Behou die standaardkantlyne en neem alle instruksies en manuskriptekens in ag. Gebruik Courier New 12 as lettertipe en behou alle afkortings. Stoor die dokument as **VRAAG 3.** **[21 min]**

KURSUSSE IN 2006 ← (Vetdruk)

Sedert SAMA† die Stigting vir Professionele Ontwikkeling (SPO)‡ (boskrif (superscript)) tot stand gebring het, het hierdie (e/r) organisasie homself bewys as opvoedkundige leier in gesondheidsorg. Die volgende kursusse word in 2006 aangebied.

(Sorteer inhoud A tot Z) (Roteer opskrif na links) (ALLE kolomopskrifte sentr. en in B/K) (Behou afk.) (Sentr inhoud) (Blok bedrae regs) (Kolomme 5 & 6 ewe breed)

Kursus	Struktuur (WERKS-WINKEL)	Plek & Datum	Punte	Koste (BTW INGESLUIT)	
				LEDE	NIE-LEDE
Rumatologie	Drie dae	Durban Onbekend	36	R1 900	R2 100
Praktyk Patologie (del)	Geen	Onbeperk #	12	R650	R750
Obesiteit	Twee dae	Moet nog bevestig word	25	R1 140	R1 254
Mediese Etiek	Geen	~~Onbekend~~ Onbeperk	10	R570	R684
HIV/Vigs	Drie dae	Pretoria 8 - 10 Februarie 2006	36	R399 R6000 (del)	R500
Geestesgesondheid	Twee dae	Kaapstad 15 - 17 Maart 2006	36	R2 500	R2 750
Benaderings tot Medisyne	Twee dae	Johannesburg 9 - 10 Maart 2006	30	R1 700	R1 900

† Die Suid-Afrikaanse Mediese Assosiasie (e/r)

‡ Die SPO is die opvoedkundige afdeling van SAMA

[30]

QUESTION 3

TABLE

Key in the following Year Planner for Medical Training Courses on A4 landscape paper. Keep the default margins and take all instructions and manuscript signs into consideration. Use Courier New 12 as font and keep all abbreviations. Save the document as **QUESTION 3.** **[21 min]**

COURSES IN 2006 ← (Bold)

(s/s) Since SAMA† established the Foundation for Professional Development (FPD)‡ (superscript) it has been firmly established as a leader in health care education. The following courses will be presented in 2006.

(Sort contents A to Z) (Rotate heading to left) (ALL column headings centred and in U/C)

Course ↕	Structure (WORKSHOP)	Place & Date (Keep abbrev.)	Points	Cost (VAT INCLUDED)	
				MEMBERS	NON-MEMBERS
Rheumatology	Three days	Durban Unknown	36	R1 900	R2 100
(del) Pratical Pathology	None	Unrestricted	12	R650	R750
Obesity	Two days	To be (#) confirmed	25	R1 140	R1 254
Medical Ethics	None	~~Unknown~~ Unrestricted	10	R570	R684
HIV/Aids	Three days	Pretoria 8 - 10 February 2006	36	R399 R6000 ← (del)	R500
Mental Health	Two days	Cape Town 15 - 17 March 2006	36	R2 500	R2 750
Approaches to Medicine	Two days	Johannesburg 9 - 10 March 2006	30	R1 700	R1 900

(Centre contents) (Align figures right)
Columns 5 & 6 distributed evenly

(s/s)
† The South African Medical Association

‡ The FPD is the educational division of SAMA

[30]

p.t.o.

VRAAG 4A

AGENDA OP VORM
(Hierdie vraag word gevolg deur VRAAG 4B)

Hierdie vraag bestaan uit twee dele. Herroep eerstens die Agendavorm met die naam **VRAAG 4** vanaf die voorsiene disket. Sleutel die volgende besonderhede op die vorm in en stoor die Agenda as **VRAAG 4A.** Gebruik Courier New 12 as lettertipe en voer alle instruksies noukeurig uit. **[11 min]**

LEDE Hoofbestuur van Iris Hospitaal

PLEK Raadsaal

DATUM Don, 10 Nov. 2005 (Voluit)

TYD 2 nm (24 h horlosie)

BESPREKING	AANBIEDER
➢ Teenwoordig en verskonings	Dr Lee
➢ Notule van / vorige vergadering	
➢ ---- (Kursus in veselglasspalke)	Dr Kriek
➢ Finansies (Jaarstate)	Dr Mashiba
➢ ~~Opening van die Pynkliniek~~	~~Dr Lee~~
➢ Uitbreiding by / Kraamsaal	Matrone Ross
➢ Nuwe Rehabilitasiesentrum	---- (Dr Lee)
➢ Personeeltekort	
➢ Afsluiting	

Vervang die kolpunte met nommers (1 – 8). Blok links.

1½ r/a

Wys lyne

SONJA STANDER
SEKRETARIS

Datum: 3 Nov. 2005

[15]

b.o.

QUESTION 4A

AGENDA ON FORM
(This question is followed by QUESTION 4B)

This question consists of two sections. First retrieve the Agenda form named **QUESTION 4** from the provided diskette. Key in the following details on the form and save the Agenda as **QUESTION 4A.** Use Courier New 12 as font and carefully carry out all instructions. **[11 min]**

MEMBERS Management of Iris Hospital

VENUE Council Chamber

DATE Thurs., 10 Nov. 2005 (in full)

TIME 2 pm (24 h clock)

DISCUSSION	PRESENTER
➢ Present and apologies	
➢ Minutes of / previous meeting	
➢ - - - - (Course in fibre-glass casts)	Dr Kriek
➢ Finances (Annual statements)	Dr Mashiba
➢ ~~Opening of the Pain Clinic~~	~~Dr Lee~~
➢ Expansion of / Maternity Ward	Matron Ross
➢ New Rehabilitation Centre	- - - - (Dr Lee)
➢ Shortage of staff	
➢ Closure	

(Replace bullets with numbers (1 – 8). Block left.)

(1½ l/sp)

(Show lines)

SONJA STANDER
SECRETARY

Date 3 Nov. 2005

[15]

p.t.o.

VRAAG 4B

NOTULE
(Hierdie vraag word voorafgegaan deur VRAAG 4A)

Open 'n nuwe dokument en sleutel die Notule van die vergadering in. Stoor die Notule as **VRAAG 4B**. Gebruik Courier New 12 as lettertipe vir die Notule en neem alle manuskripinstruksies in aanmerking. **[18 min]**

IRIS HOSPITAAL

NOTULE van die ~~Bestuurs~~vergadering wat gehou is op 10 Nov. 2005 om 14:00.

TEENWOORDIG

Dr R Lee (Voorsitter), Dr F Mashiba (Finansies)
Dr H Kriek, Matrone R Ross,
Me S Stander (Sekretaresse)

Korrekte volgorde

1. NOTULE VAN VORIGE VERGADERING
Die notule van die vorige vergadering word gelees, goed gekeur en deur die voorsitter geteken.

2. KURSUS IN VESELGLASSPALKE
Die vergadering neem kennis van die kursus in veselglasspalke wat aan die einde van die maand in Saal F aangebied gaan word. Elke dokter in die spreekkamervleuel het reeds 'n brief ontvang.

4. Uitbreiding By Die Kraamsaal ← Alle hoofopskrifte in hfl
Matrone Ross het 'n opvoedkundige program saamgestel vir die diens wat in die eerste week van Desember in die Kraamafdeling

QUESTION 4B

MINUTES
(This question is preceded by QUESTION 4A)

Open a new document and key in the Minutes of the meeting. Save the Minutes as **QUESTION 4B**. Use Courier New 12 as font for the Minutes and take all the manuscript instructions into consideration. **[18 min]**

IRIS HOSPITAL

MINUTES of the ~~Management~~ meeting held at 14:00 on 10 Nov. 2005.

PRESENT

Dr R Lee (Chairperson), Dr F Mashiba (Finances)
Dr H Kriek, Matron R Ross,
Ms S Stander (Secretary)

Correct order

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were read, approved and signed by the chair person.

2. COURSE IN FIBRE-GLASS CASTS

The meeting took note of the course in fibre-glass casts that will be presented in Ward F at the end of the month. Each doctor in the consulting wing has already received notification.

4. Expansion Of The Maternity Ward Service

All main headings in caps

Matron Ross compiled an educational programme for the intended service to pregnant women and young mothers that will be rendered during the first week of December in the

VRAAG 4B (vervolg)

aan swanger vroue en jong moeders gelewer word. Dit sal praatjies en demonstrasies insluit. Die vergadering dit goed. keur

3. Finansies

Die jaarstate van MediGroep is ter tafel gelê. Iris Hospitaal se wins het in die afgelope ses maande met 25 gestyg. %

OPENING VAN DIE PYNKLINIEK

Dr Lee het nie alle inligting betyds ontvang nie. Die saak staan oor tot die volgende vergadering.

Del

5. NUWE REHABILITASIESENTRUM

Dr Lee kondig aan dat daar 'n hele paar nuwe vakante poste by die sentrum is waarvoor personeel aansoek kan doen. Besonderhede sal aan elke saalsuster gegee word. Interne aanstellings sal voorkeur geniet.

6. PERSONEELTEKORT

Daar is 'n voortdurende uittog van opgeleide susters na ander lande. Die voorsitter versoek dat 'n atmosfeer van aanloklikheid, netheid, professionaliteit en trots by die hospitaal geskep moet word, sodat bestaande personeel voel hulle word ondersteun en hoog geag.

7. Afsluiting

Die vergadering sluit om 15:30. ~~na aankondiging van die volgende vergadering op 9 Desember 2005.~~

SEKRETARIS trs

VOORSITTER

DATUM ....

Vertoon korrek

[25]

QUESTION 4B (continued)

Maternity section. This will include discussions and demonstrations. It was / to by the meeting. (agreed)

3. Finance

The annual statements of MediGroup were tabled. Iris Hospital's profit increased by 25 (%) during the past six months.

OPENING OF THE PAIN CLINIC

Dr Lee did not receive all information in good time. The matter will stand over for the next meeting. (del)

5. NEW REHABILITATION CENTRE

Dr Lee announced that staff could apply for quite a number of new vacancies that are presently available at the centre. Details will be forwarded to every ward sister. Internal appointments will have preference.

6. SHORTAGE OF STAFF

Trained sisters are continuously leaving for other countries. The chairperson requested that an atmosphere of attractiveness, neatness, professionalism and pride should be created so that current staff experience a feeling of support and respect.

7. Closure

The meeting closed at 15:30. ~~after announcement of the next meeting on 9 December 2005.~~

SECRETARY trs

CHAIRPERSON

DATE ....

(Display correctly)

[25]

p.t.o.

VRAAG 5

FINANSIËLE STAAT

Sleutel die volgende finansiële staat van MediGroep in. Voer alle manuskripinstruksies uit en stoor die dokument as **VRAAG 5.** **[21 min]**

STAAT VAN TOEGEVOEGDE WAARDE
vir / jaar geëindig 30 Sept. 2005

B/K, d/r en blok links

Sentr. bokant syferkolomme

	2005	2004
	R'000	R'000
Waarde geskep ← B		
Belasting	4 474 829	3 886 036
Min koste van goedere & dienste	-2 339 743	-2 072 316
	2 135 086	1 803 720
Inkomste uit beleggings	13 644	21 913
	2 148 730	1 835 633
Waarde versprei & behou ← B		
Salarisse en voordele	138 1052	1 200 502
Voorsieners van kapitaal	311 197	228 226
		162 370
→ Finansiële koste	103 527	89 883
Minderheidsbelang	60 197	43 869
Dividende	147 473	94 474
Belasting		138 084
Herbelê in aktiwiteite	294 111	268 821
	2 148 730	1 835 633

e/r (Belasting / Min koste van goedere & dienste)

voluit (goedere)

[1.27cm (0.5")]

e/r (Belasting / Herbelê in aktiwiteite)

Beskadu hierdie kol. lig

Regsblok beide syferkolomme

[30]

b.o.

QUESTION 5

FINANCIAL STATEMENT

Key in the following financial statement of MediGroup. Carry out all manuscript instructions and save the document as **QUESTION 5.** **[21 min]**

VALUE ADDED STATEMENT (U/C, d/s and left align)
for / year ended 30 Sept. 2005

(Centre across figure columns)

	2005	2004
	R'000	R'000
Value created ← B		
Revenue (s/s)	4 474 829	3 886 036
Less cost of goods & services (in full)	-2 339 743	-2 072 316
	2 135 086	1 803 720
Income from investments	13 644	21 913
	2 148 730	1 835 633
Value distributed & retained ← B		
Salaries and benefits	138 1052	1 200 502
Providers of capital	311 197	228 226
		162 370
➔ Finance costs	103 527	89 883
[1.27cm Minority interest	60 197	43 869
(0.5")] Dividends	147 473	94 474
Tax (s/s)		138 084
Reinvested in activities	294 111	268 821
	2 148 730	1 835 633

(Shade this col. light) (Right align both figure columns)

[30]

p.t.o.

VRAAG 6

SAKEBRIEF OP BRIEFHOOF

Herroep die briefhoof van Iris Hospitaal, genoem **VRAAG 6,** vanaf die voorsiene disket. Stoor dit as **VRAAG 6A** en sleutel die volgende sakebrief met vraelys daarop in. Voer alle manuskripinstruksies noukeurig uit en volg die kopie waar nodig. Die simbole wat jy benodig om in te voeg, kan verkry word in WINGDINGS. **[28 min]**

15 November 2005

Dr S Craven Suite 14

Iris Hospitaal EIKENDAL 2570

Vertoon korrek

Geagte Dokter

KURSUS IN SIGMA-VESELGLASSPALKE

Ons nooi u uit na 'n kursus wat op Woensdag, 30 Nov. 2005 in Saal F van Iris Hospitaal gehou word. Ons wil graag die volgende onder u aandag bring:

1. Eienskappe van die produkte ← Hoofopskrifte in B en titelkas

1.1 Sigma is baie trots op hul reeks spalkprodukte wat van wêreldklas gehalte is.

1.2 Dit bied die beste oplossing vir dokter en pasiënt omdat dit so lig, gemaklik en funksioneel is.

1.3 Navorsing het getoon dat hierdie spalkmateriaal ten volle veilig is.

2. DIE Kursus

2.1 Die kursus is sodanig beplan dat dit u kennis in die gebruik van Sigma se produkte sal verbreed. U sal ook kan oefen. del

2.2 Kundiges op hierdie gebied gaan aan u riglyne en wenke gee om hierdie voortreflike spalkmateriaal optimaal te benut.

2.3 Hierna gaan u gehelp en gewys word hoe om behoorlike vorming te doen sodat u die beste resultate verkry. 2.4 U gaan verbaas wees oor die netheid, spoed en gemak waarmee dit aangewend word.

QUESTION 6

BUSINESS LETTER ON LETTERHEAD

Retrieve the letterhead of Iris Hospital named **QUESTION 6** from the provided diskette. Save as **QUESTION 6A** and key in the following business letter with questionnaire. Carefully carry out all manuscript instructions and follow the copy where necessary. The symbols you need can be inserted from WINGDINGS.

[28 min]

15 November 2005

Dr S Craven Suite 14

Iris Hospital EIKENDAL 2570

Display correctly

Dear Doctor

COURSE IN SIGMA FIBRE-GLASS CASTS

You are invited to a course to be held in Ward F of Iris Hospital on Wednesday, 30 Nov. 2005. Please note the following:

1. Characteristics of the products ← Main headings in B and title case

1.1 Sigma is very proud of their series of cast products of world class quality.

1.2 It offers the best solution for doctor and patient because it is light, comfortable and functional.

1.3 Research has shown that this cast material is completely safe.

2. THE Course

2.1 The course has been planned in such a way that your knowledge in the use of Sigma products will be broadened. You may also practise. (del)

2.2 Experts in this field will give you some guidelines and hints to benefit fully from the excellent characteristics of synthetic cast material.

2.3 You will then receive guidance and practical assistance in applying the best casting methods. 2.4 You will be surprised at the neatness, speed and convenience of application.

VRAAG 6 (vervolg)

2

2.5 Na afloop van die kursus behoort u in staat te wees om as kundige saam te gesels oor die wonderlike eienskappe van hierdie soort spalke.

ǂ

Indien u belangstel om die kursus by te woon, moet u die meegaande vraelys invul en voor 23 Nov. 2005 terugfaks aan die kursusorganiseerders by 011 904 8244. U kan ook van die ingeslote koevert gebruik maak en u vraelys aan hulle pos.

Die uwe

MARGOT MILLS

Organiseerder - Opleiding

Bylae

Vertoon korrek

Gebroke lyn

✂ -

ǂ

7 cm (2.7") vollyne 16 cm (6.3")

Naam ________________ Praktyknommer ________________

ǂ

↔ V R A E L Y S (20 pt, gespas. hfl., of uitgebreide karakters (5 pt) (expanded characters))

ǂ

stet ~~REGMERKIES~~

OMKRING DIE TOEPASLIKE ~~ANTWOORDE~~:

ǂ

Hoeveel spalke doen u in een maand?

ǂ

✓ 1 - 20

✓ Meer as 20 } e/r

Watter soort spalkmateriaal gebruik u?

✓ Sigma

✓ Scotch Plus

✓ Ander (spesifiseer)

Inligting en kursus:

✓ Ek wil graag inligting ontvang oor die nuutste Sigma-produkte.

✓ Ek wil die Sigma-kursus bywoon.

[40]

QUESTION 6 (continued)

2

2.5 By the end of the course you should be able to participate in conversations about the wonderful characteristics of this kind of cast.

+

Complete the questionnaire below if you are interested in attending and fax it before 23 Nov. 2005 to the course organisers at 011 904 8244. You may also post the questionnaire to them in the included envelope.

Yours truly
MARGOT MILLS
Organiser - Training
Enclosure

(Display correctly)

(Broken line)

✂ -

+

Name ________________ (7 cm (2.7")) Practice number ________________ (6 cm (6.3")) (solid lines)

+

↔ Q U E S T I O N N A I R E (20 pt, spaced caps or expanded characters (5 pt))

+

CIRCLE THE APPLICABLE ~~ANSWERS~~: (stet ~~TICKS~~)

+

How many casts do you apply in one month?

+

✓ 1 - 10
✓ More than 20
(s/s)

What kind of cast material do you use?
✓ Sigma
✓ Scotch Plus
✓ Other (specify)

Information and course:
✓ I would like to receive more information on the latest Sigma products.
✓ I want to attend the Sigma course.

[40]

p.t.o.

VRAAG 7

NUUSKOLOMME - REDIGEER

Herroep **VRAAG 7** vanaf die stiffie en stoor as **VRAAG 7A.** Bring die nodige veranderinge aan volgens die instruksies hieronder en die manuskriptekens wat op die harde kopie voorkom. **[14 min]**

INSTRUKSIES

- Verander kantlyne links en regs na die verstekwaarde (2.54 cm [1"]).
- Omraam die naam MEDIGROEP (bokant die dubbellyn).
- Moenie die lettertipe of grootte van die hoofopskrifte verander nie.
- Plaas die teks (onder die dubbele horisontale lyn) in twee koerantstyl-kolomme.
- Verander die spasie tussen die kolomme na 1 cm (0.4").
- Voeg 'n lyn tussen die kolomme in.
- Verander die lettertipe van die teks in die kolomme na Arial 11 pt & justeer.
- Gebruik die koppelteken waar nodig.
- Jou antwoord moet op EEN bladsy inpas.

Nuusbrief **MEDIGROEP**
November 2005

(bokant beide kolomme)

Personeel dra rooi om bewustheid van hartsiektes op te skerp ← (Hoofl)

(Plak prentjie van hart (kyk volgende bladsy) hier & sentreer)

(1 cm (0.4"))

→ Pasiënte en selfs besoekers by die meeste MediGroep hospitale oor die hele land het rooi gesien op die eerste dag van September. Dit is omdat baie van die personeel en dokters wat by die groep se hospitale werk, 'n rooi kledingstuk gedra het om Hartmaand te steun en om 'n bydrae te lewer tot bevordering van hartgesondheid en 'n gesonde lewenstyl.

→ MediGroep en die stigting werk aktief saam om hartsiektes te beveg en het 'n Dra Rooi-dag beplan om 'n bewustheid van hartsiektes onder die personeel, pasiënte en besoekers aan te wakker. Daar is baie pamflette uitgedeel waarin sekere sake soos misbruik van alkohol, diabetes, vroue en en hartsiektes, beroerte, obesiteit, hartaanvalle, cholesterol en bloeddruk bespreek is. Medikasie vir hartsiektes word genoem en waardevolle riglyne gegee vir gesonde eetgewoontes. (e/r)

QUESTION 7

NEWS COLUMNS - EDIT

Retrieve **QUESTION 7** from the stiffy and save as **QUESTION 7A.** Make the necessary changes as instructed below and according to the manuscript signs on the hard copy. **[14 min]**

INSTRUCTIONS

- Change the margins left and right to the default (2.54 cm [1"]).
- Surround the name MEDIGROUP (above the double line) with a border.
- Do not change the font or size of the main headings.
- Put the text (starting from below the double horizontal line) into two newspaper style columns.
- Change the space between the columns to 1 cm (0.4").
- Insert a line between the columns.
- Change the font of the text in the columns to Arial 11 pt & justify.
- Insert hyphens where necessary.
- Your answer must fit on ONE page.

News Update
November 2005

MEDIGROUP

(above both columns)

All our hospital staff wear red to raise awareness of heart diseases ← Caps

(Paste picture of heart (see next page) here & centre picture.)

(1 cm (0.4"))

Patients and visitors to most MediGroup hospitals throughout the country saw red on the first day of September. That is because many staff members and doctors working at the group's hospitals wore an item of red clothing in support of Heart Month and to do their bit to promote heart health and a healthy lifestyle.

MediGroup actively supports the foundation in its efforts to fight heart disease, and has initiated a Wear Red Day to raise awareness of heart disease among its staff, patients and visitors. Lots of leaflets were handed out. These covered topics such as alcohol, diabetes, women and heart disease, stroke, obesity, exercise, heart attack, cholesterol, high blood pressure, as well as Heart Mark products and guidelines for healthy eating. (s/s)

p.t.o.

VRAAG 7 (vervolg)

HULDE AAN ALLE PERSONEEL

Wanneer 'n mens hulle nodig het, is hulle daar. Hierdie mense is bekwaam, vriendelik en meelewend. So klink slegs 'n paar opmerkings van pasiënte om ons verpleegsters, susters en ander werkers by ons hospitale te beskryf. Vanaf die oomblik dat pasiënte by MediGroep se hospitale opgeneem word, kan hulle verseker wees dat hulle in die hande van 'n hoogs ervare en toegewyde span werkers is.

WATERVEILIGHEID!!

Die feesseisoen is amper weer hier! My naam is Katjie en ek woon in die see. MediGroep en die NSRI het my gevra om aan jou WENKE te gee oor waterveiligheid sodat jy HOPE PRET sonder enige moeilikheid in die water kan hê gedurende die komende vakansie.

<u>Op die strand</u>

Swem in die gebied wat met vlaggies aangedui word as veilige gebied.
Moet nooit alleen branderry, snorkel of gaan duik nie.
Om 'n haai-aanval te voorkom, moet jy nie naby 'n modderige riviermond, in die donker of selfs teen dagbreek swem nie.
Bly kalm as jy dalk in die moeilikheid kom, lig jou arm en skree vir hulp.

Voeg numering in – a. b. c. styl; (*align* at) blok links op 0 en (*indent* at) keep in 0.63 cm (0.25")

<u>By die swembad</u>

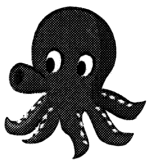
Moenie tydens 'n storm swem nie.
a. Oppas vir induik as jy nie seker is oor die diepte nie.

By die rivier, dam of kanaal ← Verwyder vetdruk; opskrif U

a. Moet ook nie in modderige water duik nie. Dit mag vlak wees of daar mag onsigbare rotse wees.
b. Trek altyd 'n reddingsbaadjie aan as jy op 'n boot gaan.
c. Vermy swem naby motorbote.

<u>By die huis</u>

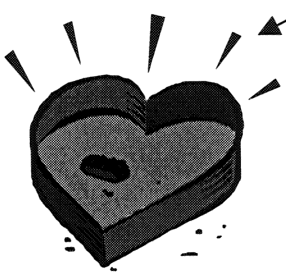
a. Water in en om die huis is net so gevaarlik as water in die see of elders.
b. Wees bewus van houers vol water en visdammetjies, veral as kleuters rondspeel.



Prentjie ↔

GRATIS KATJIE PLAKKERS!! ← Sentr. opskrif; 1 oop lyn na opskrif

Die eerste honderd kinders wat vir Katjie skryf na Posbus 504, Johannesburg 2000, ontvang 'n stel van 12 plakkers. Onthou om jou naam, posadres en telefoonnommer te verstrek.



Knip hierdie prentjie en plak onder die eerste kolomopskrif. Verander grootte na ± 2 cm x 2 cm (0.75" x 0.75")

[20]

QUESTION 7 (continued)

TRIBUTE TO ALL STAFF

They are always there when you need them. These people are competent, friendly and compassionate. These are a few appreciative words used by patients to describe our nurses, sisters, and other workers at all our hospitals. From the moment patients are admitted to MediGroup's hospitals, they can take comfort in the knowledge that they are in the hands of a highly experienced and dedicated team of healthcare workers.

WATER SAFETY!!

The festive season is almost here again! My name is Ockie and I live in the sea. MediGroup and the NSRI have asked me to give you TIPS on water safety so that you can have LOTS OF FUN in the water during the coming holidays without getting into trouble.

<u>*At the beach*</u>

Swim in the safety area between the lifeguards' flags.
Never surf, snorkel or dive on your own.
To reduce the risk of a shark attack, do not swim in or near muddy river mouths, at dawn or at night.
If you get into trouble, do not panic. Raise your right arm to call for help.

Insert numbering - a. b. c. style - align at 0 and indent 0.63 cm (0.25")

<u>*At the swimming pool*</u>

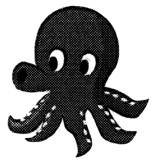
a. Never swim during thunderstorms.
b. Do not dive into a pool until you know how deep it is.

At the river, dam or canal ← Remove bold; U heading

a. Never dive into muddy water. It may be shallow or there may be rocks under the surface.
b. Always wear a life jacket when going out on a boat.
c. Never swim in areas where there are motorboats.

<u>*At home*</u>

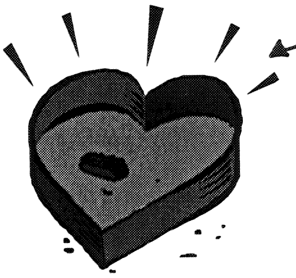
a. Water in and around your home is just as dangerous as water in the sea, pools, rivers and dams.
b. Watch out for water in buckets, baths or fishponds, especially if there are younger brothers and sisters or toddlers playing around.



Picture ↔

FREE OCKIE STICKERS!! ← Centre heading; 1 open line after heading

The first hundred kids to write to Ockie at PO Box 504, Johannesburg 2000 will receive a set of 12 Ockie stickers. Please make sure to give your name, postal address and telephone number.



Cut this picture and paste below first column heading. Change the size to ± 2 cm x 2 cm (0.75" x 0.75")

[20]

p.t.o.

VRAAG 8

TEORIE

Herroep die antwoordblad vir die volgende vrae wat as **VRAAG 8** op die stiffie gestoor is. Stoor dadelik as **VRAAG 8A** en beantwoord elke afdeling soos aangedui. **[21 min]**

AFDELING A [4 x 1 = 4]

Dui aan of die volgende stellings WAAR of VALS is. Tik slegs die woord WAAR of die woord VALS langs die toepaslike nommer op die antwoordblad.

1. Tydens formatering van 'n disket, word alle data daarop uitgewis.
2. 'n DVD-ROM kan baie meer data stoor as 'n CD-ROM.
3. 'n Lêer met die uitbreiding *bmp*, staan bekend as 'n woordverwerkingslêer.
4. 'n Lêer wat jy na die *recycle bin* gestuur het, is finaal uitgevee en kan nie weer herwin word nie.

AFDELING B [6 x 2 = 12]

Lees die volgende twee advertensies van twee verskillende rekenaars wat in 'n dagblad verskyn het. Beantwoord daarna die vrae wat gestel word oor die twee rekenaars. Tik slegs **A** of **B** as antwoord in die toepaslike blokkie langs die vraagnommer op die antwoordblad.

Rekenaar A	**Rekenaar B**
Intel Celeron 2,6 GHz 256 MB DDR RAM 40 GB hardeskyf CD Skrywer / DVD Rom USB 2,0 56 K modem Windows XP Norton AntiVirus 2004 17" Monitor Multimedia sleutelbord	Intel P-M 1,4 GHz 256 MB DDR RAM 30 GB hardeskyf 1,44 Stiffie aandrywer 64 MB UMA Grafika Ingeboude 56 K modem 14" Monitor Liggewig – 2,6 kg 4,5 ure per battery Windows 2000

1. Watter rekenaar se sentrale verwerker is die vinnigste?
2. Met watter rekenaar sal jy na CD's kan luister?
3. Watter rekenaar is gelaai met sagteware wat beskerming teen virusse bied?
4. Watter rekenaar se stoorkapasiteit is die kleinste?
5. Watter rekenaar het volgens die advertensies nie 'n muis nie?
6. Watter een van die twee rekenaars is draagbaar en gerieflik om op te werk, selfs in 'n koffiekroeg?

QUESTION 8

THEORY

Retrieve the answer sheet for the following questions stored on the stiffy as **QUESTION 8**. Save immediately as **QUESTION 8A** and answer each section as indicated. **[21 min]**

SECTION A **[4 x 1 = 4]**

Indicate whether the following statements are TRUE or FALSE. Type only the word TRUE or the word FALSE next to the appropriate number on the answer sheet.

1. When formatting a disk, all data on the disk is deleted.
2. A DVD-ROM stores much more data than a CD-ROM.
3. A file with the extension *bmp*, is known as a word processing file.
4. A file sent to the *recycle bin*, is finally deleted and cannot be restored.

SECTION B **[6 x 2 = 12]**

Read the following two advertisements for two different computers, that were published in a daily newspaper. Answer the questions that follow. Type only **A** or **B** as answer in the appropriate blocks next to the question numbers on the answer sheet.

Computer A	Computer B
Intel Celeron 2,6 GHz	Intel P-M 1,4 GHz
256 MB DDR RAM	256 MB DDR RAM
40 GB hard drive	30 GB hard drive
CD Writer / DVD Rom	1,44 Stiffy driver
USB 2.0	64 MB UMA Graphics
56 K modem	Internal 56 K modem
Windows XP	14" Monitor
Norton AntiVirus 2004	Light weight – 2,6 kg
17" Monitor	4,5 hours per battery
Multimedia keyboard	Windows 2000

1. Which computer's central processor is the fastest?
2. With which computer can you play CDs?
3. Which computer has software loaded to protect it against viruses?
4. Which computer's storage capacity is the smallest?
5. According to the advertisements which computer has no mouse?
6. Which one of these computers is portable and convenient to work on even in a coffee shop?

VRAAG 8 (vervolg)

AFDELING C [7 x 2 = 14]

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 programme sal jy gebruik as jy per elektroniese pos met iemand in Brittanje wil kommunikeer?

   a. PowerPoint / Presentations
   b. Word 2000 / Corel 8
   c. Excel / QuattroPro
   d. Outlook / Groupwise

2. Druk hierdie kortpadsleutels wanneer jy 'n dokument wil stoor.

   a. Ctrl + A
   b. Ctrl + S
   c. Ctrl + E
   d. Alt + A

3. Druk hierdie sleutel twee keer as jy een oop lyn wil insit.

   a. Alt
   b. Insert
   c. Enter
   d. Escape

4. Watter een van die volgende is 'n tipiese voorbeeld van 'n webadres?

   a. http:telko@info.uk
   b. alex@intellect.co.za
   c. http://www.eaglewood.co.za
   d. C:/computers.za

5. Die manuskripteken $\uparrow$ dui die volgende aan:

   a. Sentreer die teks vertikaal.
   b. Skuif die teks na die begin van die dokument.
   c. Skuif die teks opwaarts.
   d. Druk die oppyltjie.

QUESTION 8 (continued)

SECTION C **[7 x 2 = 14]**

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 programs will you use to communicate by means of electronic mail with someone in Great Britain?

   a. PowerPoint / Presentations
   b. Word 2000 / Corel 8
   c. Excel / QuattroPro
   d. Outlook / Groupwise

2. Press these shortcut keys to save a document.

   a. Ctrl + A
   b. Ctrl + S
   c. Ctrl + E
   d. Alt + A

3. Press this key twice if you wish to insert one open line.

   a. Alt
   b. Insert
   c. Enter
   d. Escape

4. Which one of the following is a typical example of a website address?

   a. http:telko@info.uk
   b. alex@intellect.co.za
   c. http://www.eaglewood.co.za
   d. C:/computers.za

5. The manuscript sign ↑ indicates the following:

   a. Centre text vertically.
   b. Move the text to the beginning of the document.
   c. Move the text upwards.
   d. Press the up arrow.

VRAAG 8 (vervolg)

6. Die akroniem LAN verwys na 'n netwerk van rekenaars in 'n _______.

   a. provinsie
   b. groot metropolitaanse gebied
   c. departement of geboue wat naby aan mekaar geleë is
   d. hele aantal lande

7. Die WWW is ______.

   a. 'n versameling van dokumente of webwerwe
   b. 'n versameling van gekoppelde rekenaars
   c. 'n stelsel waarmee jy e-pos kan stuur
   d. die Internet

[30]

TOTAAL: 240

EINDE

QUESTION 8 (continued)

6. The acronym LAN refers to a network of computers in a ________.

   a. province
   b. large metropolitan area
   c. department or buildings situated near each other
   d. number of countries

7. The WWW is _______.

   a. a collection of documents or websites
   b. a collection of linked computers
   c. a system used for sending e-mail
   d. the Internet

[30]

TOTAL: 240

END