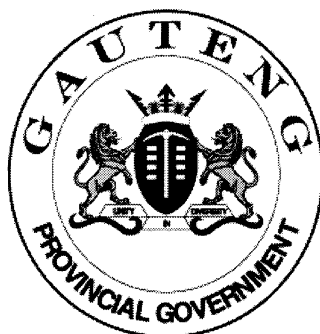


**SENIOR CERTIFICATE
EXAMINATION
*SENIORSERTIFIKAAT-EKSAMEN***



**FEBRUARY / MARCH
*FEBRUARIE / MAART***

2007

**COMPUTYPING
*REKENAARTIK***

Second Paper / Tweede Vraestel

SG

942-2/2

COMPUTYPING/REKENAARTIK SG : P2/V2



942 2 2

SG

22 pages

22 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 jou gegee word, moet jy 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 jou eksamennommer (links) en die vraagnommer (sentree) 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 jou antwoorde in die korrekte numeriese volgorde in die eksamenomslag.

2. Onthou om die volgende te doen:

- Stoor jou dokumente met gereelde tussenposes.
- Kontroleer spelling in elke dokument.
- Gebruik die voorskou-funksie (*print preview*) in elke dokument voordat jy die volgende vraag beantwoord.
- Jy 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 jy benodig vir **Vraag 2, Vraag 3, Vraag 4, Vraag 5 en Vraag 7** kan op die stiftie 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.

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	Tabel	35	25 min
2	Omsendbrief met Program	50	35 min
3	Kolomme – Redigeer	25	18 min
4	Teorie	30	21 min
5	Notule	40	28 min
6	Kontrak	40	28 min
7	Sakebrief – Redigeer	20	14 min
TOTAAL		240	169 min

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	Table	35	25 min
2	Circular letter with Programme	50	35 min
3	Columns – Edit	25	18 min
4	Theory	30	21 min
5	Minutes	40	28 min
6	Contract	40	28 min
7	Business letter – Edit	20	14 min
TOTAL		240	169 min

INSTRUKSIES AAN TOESIGHOUERS**LEES DIE ONDERSTAANDE INSTRUKSIES SORGVULDIG DEUR.**

1. Jy word verwys na die omsendbriewe wat die spesifieke instruksies vir die Rekenaartikeksamen bevat.
2. Maak seker dat daar genoeg 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 hardeskyf en/of op 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 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 hard disk and/or 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

TABEL

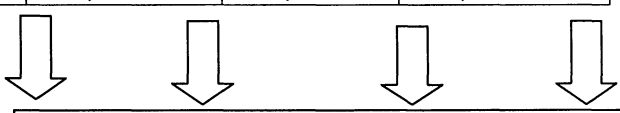
Sleutel die volgende tabel in op A4-portret en stoor as **VRAAG 1**. Gebruik die verstekwaardes vir kantlyne en font. **[25 min]**

Uitgebreide karakters (expanded characters) 4 pt (of gespaseerde letters)

Kittiekat se peuselhappies					
↕	PRODUK Titelkas + vetdruk	AANBEVOLE HANDELSPRYS [‡]			
		Grootte (kg)	Prys R/c)	BTW Uitgesluit (R/c)	BTW Ingesluit (R/c)
Jong mannetjie		0,5	17,54	23,68	27,00
		1,5	45,48	61,40	70,00
		4,0	103,96	140,35	160,00
		10,0	217,67	293,86	335,00
wyfie	Jong	0,5	17,54	23,68 ⁴	27,00
		1,5	45,48	64,40	70,00
	Jong	4,0	103,96	140,35	160,00
		10,0	17,54	23,68	27,00
Volwassene		0,5	17,54	23,68	27,00
		1,5	24,48	61,40	70,00
		4,0	103,96	140,35	27,00
Voluit Snr volwassene		0,5	17,54	23,68	160,00
		1,5	45,48	61,40	70,00
		4,0	103,96	140,35	160,00

Regsblok teks in kolom (nie opskrif nie) en sentreer vertikaal

‡ ^{Tab} Pryse geldig van Maart 2006.



Regsblok en versprei kolomme eweredig

Skuif hoofopskrifte tot voor tabel, sentreer en 18 pt

KONINGSKOS
die beste kos vir katte

NOTA Sentreer die tabel vertikaal op die bladsy

QUESTION 1


TABLE

Key in the following table on A4 Portrait. Use the default margins and font.

Save as **QUESTION 1**.

[25 min]

Expanded characters 4 pt (or spaced characters)

Kitty's nibbles				
 <u>PRODUCT</u> Title case + bold	SUGGESTED RETAIL PRICE [‡]			
	Size (kg)	Vet price (R/c)	Excluding VAT (R/c)	Including VAT (R/c)
Young adult male	0,5	17,54	23,68	27,00 <i>407</i>
	1,5	45,48	61,40	70,00
	4,0	103,96	140,35	160,00
	10,0	217,67	293,86	335,00
Young <i>female</i> / <i>adult</i>	0,5	17,54	23,68 ⁴ <i>stet</i>	27,00
	1,5	45,48	64,40	70,00
	4,0	103,96	140,35	160,00
	10,0	17,54	23,68	27,00
Mature adult	0,5	17,54	23,68	27,00
	1,5	24,48	61,40	70,00
	4,0	103,96	140,35	27,00 <i>trs</i>
In full <u>Snr adult</u>	0,5	17,54	23,68	160,00
	1,5	45,48	61,40	70,00
	4,0	103,96	140,35	160,00

Right-align text (not heading) in this column and centre vertically



Right-align and distribute columns evenly

‡  Prices are effective from March 2006.

Move main headings to before table, centre and 18 pt

ROYAL FEAST U
the best food for cats //c

NOTE Centre the table vertically on the page

[35]

p.t.o.

VRAAG 2

BRIEF MET PROGRAM

Herroep die lêer **VRAAG 2**. Sleutel Dr CM Tison se brief in rakende 'n opleidingsprogram. Stoor as **VRAAG 2A**.

[35 min]

INSTRUKSIES RAKENDE DIE BRIEF

- ✓ Gebruik die normale verstekwaardes asook font.
- ✓ Die opskrif vir die brief is Opleidingsprogram vir nuwe veeartse.
- ✓ Die brief sal deur DR CM Tison, HUB: SAHKV geteken word.

Geagte Kollegas

5 Oktober 2006

Tik soos aangedui (Wenk: gebruik 'n tabel.)



DR L MOSIANE

(animalcare@lantic.net)

DR A CARTER

(acarter@mweb.co.za)

AANDAG



DR JJ NORTIER

031 678 8901

DR AC GOOSEN

012 334 7656

DR G SEFAKO

021 456 6789



Voeg pyltjie in

Beskadu [Aandag]-blok 15% grys

'n Opleidingsprogram vir nuwe veeartse word deur Dr Joanne Messel opgestel en sal in Johannesburg op 27-11-2006 aangebied word. Die voorgestelde program is aan hiendie brief geheg vir u en u kollegas se kommentaar en aanbevelings. Die prys van hiendie eendagkursus is R250 wat verversings insluit. Ek sal dit waardeem indien u hiendie saak ernstig sal oorweeg, want dit vind ongelukkig reeds laat plaas weens 'n fout van ons kant af.

QUESTION 2

CIRCULAR LETTER WITH PROGRAMME

Retrieve the letterhead saved as **QUESTION 2**. Key in the following letter from the Dr CM Tison concerning a training programme. Save as **QUESTION 2A**.

[35 min]

INSTRUCTIONS REGARDING THE LETTER

- ✓ Use the default margins and font.
- ✓ The subject heading of the letter is Training programme for new vets
- ✓ The letter will be signed by Dr CM Tison, CEO: SADCA.

Dear Colleagues
5 October 2006

Type as shown (Hint: use a table.)

ATTENTION ↑ ↓ ← → ↕	DR L MOSIANE	(animalcare@artec.net)
	DR A CARTER	(acarter@mweb.co.za)
	DR JJ NORTIER	031 678 8901
	DR AC GOOSEN	012 334 7656
	DR G SEFAKO	021 456 6789

Insert an arrow

Shade [Attention] block 15% gray

A training programme for new vets has been drawn up by Dr Joanne Messel and will be presented in Johannesburg on 27-11-2006. The proposed programme is attached to this letter for you and your committee's comments and recommendations. The cost of this one-day course is R250, including refreshments. I would appreciate it if you could please give this matter your urgent attention, since it has unfortunately been delayed due to an oversight on our part.

U word herinner aan die Lipizzaner-perdeskou wat op 17 November by die Lipizzaner-sentrum in Kyalami gehou gaan word. Die organiseerders is op soek na veeartse wat ervaring het met groot diere, om by die skou beskikbaar te wees. Indien u kan help, kontak Lulu Delaware by 011 434 5678.

†

†

Hulle kry hul naam van die Keiserlike Stoet by Lipizza naby Triëst, die plek waar hulle die eerste keer in 1580 geteel is.

[Slegs hingse wat liggrys tot wit van kleur is, word vir opleiding gebruik.]

[Opleiding begin op vyfjarige ouderdom.]

'n Paar interessante feite oor Lipizzaners:

Kolpuntlys

Die uwe

~~Ek sal dit waardeur indien u dit ernstig sal oorweeg, want hiendie saak is ongelukkig reeds vertraag weens 'n fout van ons kant af.~~

del

BLADSY BREEK HIER

14:30 - 15:30

Kan jy jou kat leer om die toilet te gebruik?

CHARLEEN CLARKE

VEEARTSVERPLEEGSTER

Plaas op korrekte plek in program

You are reminded of the Lipizzaner horse show to be held on 17 November at the Lipizzaner Centre in Kyalami. The organisers are looking for vets with large animal experience to be on hand during the show. If you can help contact Lulu Delaware on 011 434 5678.

+

+

They are named after the Imperial Stud at Lipizza near Trieste, where they were first bred in 1580.

[Only stallions that are light grey to white are used for training.]

[Training starts at the age of five.]

Bulleted list

Some fascinating facts about Lipizzaners:

Yours sincerely

~~I would appreciate it if you could please give it your urgent attention, since this matter has unfortunately been delayed due to an oversight on our part.~~

del

PAGE BREAK HERE

14:30 - 15:30

Can you toilet train a cat?

CHARLEEN CLARKE

VETERINARY NURSE

Place correctly
in programme.

Van hier af Arial 12

PROGRAM gespasiëerde bokas
aangebied deur
SAHKV
Maandag, 27 November 2006 [by die

dlr
sentreer

PARKTOWNRIF HOTEL, JOHANNESBURG

Volg kopie vir
uitleg van
Program.

08:00 - 08:30 Registrasie en koffie

##

08:30 ~~09:30~~ Bekostigbare privaatpraktyk-opsies vir veeartse
TONY ARVIDES
EERSTE STADSBANK

09:30 - 10:30 Gelyke indiensneming in u veeartspraktyk

DR JOANNE MESSEL
VEEARTS IN PRIVATE } elr

PRAKTYK

Alle onderstreepte
sinne in veldruk

10:30 - 11:00 TEE Beskadu teks alleen
10% grys.

11:00 - 12:00 Suksesvolle bestuur van 'n kattedeplaas

↑ MWANGO SISWE
MWANGO HOTEL VIR KATTE

12:00 - 12:30 Vrae

From here on Arial 12

PROGRAMME

spaced caps

presented by

SADCA

Monday, 27 November 2006 [at the

d/s
Centre

PARKTOWN RIDGE HOTEL, JOHANNESBURG

Follow the copy for
layout in
Programme.

08:00 - 08:30 Registration and coffee

##

~~08:30 - 09:30~~

Affordable private veterinary practice options

TONY ARVIDES

FIRST CITY BANK

09:30 - 10:30

Employment equity in your veterinary practice

DR JOANNE MESSEL

VETERINARY SURGEON IN PRIVATE

PRACTICE

s/s

10:30 - 11:00

TEA

Shade text only
100% gray.

All underlined
sentences
in bold.

11:00 - 12:00

Successful management of a cattery

MWANGO SISWE

MWANGO CAT HOTEL

12:00 - 12:30

Question time

12:30 - 13:30 MIDDAGETE Beskadu teks alleen 10% grys

13:30 - 14:30 | Dierekos handelsvoorregte
 CRAIG JOHNSTON (MASTER FOODS)
 ←

15:30 - 16:~~00~~¹⁵ Vrae

16:15 Afsluiting

ital [Honde is ons skakel met die paradys. Hulle ken nie boosheid of jaloesie of ontevredenheid nie. Om op 'n mooi namiddag met 'n hond op 'n koppie te sit, is om terug te wees in Eden, daar waar dit nie vervelig was om niks te doen nie - dit was vrede.] e/r] Blok regs

MILAN KUNDERA, SKRYWER
 ↓
 Titelkas en vetdruk

Omraam slegs die program met 'n trippellyn-bladsyraam.

12:30 - 13:30 LUNCH Shade text only 10% gray

13:30 - 14:30 | Pet food franchising

CRAIG JOHNSTON (MASTER FOODS)



15:30 - 16:~~30~~¹⁵ Question time

16:15 Closure

Dogs are our links to paradise. They don't know evil or jealousy or discontent. To sit with a dog on a hillside on a glorious afternoon is to be back in Eden, where doing nothing was not boring - it was peace.

MILAN KUNDERA, WRITER

ital

sls

Align right

Titlecase and bold

Frame the programme only with a triple line page border.

VRAAG 3

KOLOMME – REDIGEER

Herroep die lêer met die naam **VRAAG 3**. Redigeer die dokument deur alle manuskriptinstruksies te volg. Gebruik die normale verstekwaardes vir die linker- en regterkantlyne. Die boonste en onderste kantlyne moet 2 cm (0.8") wees. Stoor as **VRAAG 3A**. [18 min]

Verander skrif na Times New Roman 12.

Voeg 'n geskikte prentjie in. Wenk: Kyk by "Healthcare". Plaas die prentjie in die middelste kolom tussen die twee paragrawe.

Om 'n hond te bad Titelkas
←→ 22 pt

'n Veearts se opinie Bokas 16 pt

Om 'n hond te bad klink maklik. Kry gou die hond in die bad en gebruik sommer dieselfde sjampoe waarmee ek gister my hare gewas het. Stop dadelik!

3 kolomme

'n Maklike taak is dit regtig nie. [Om die beste resultate te kry is daar regulasies om na te volg. Jy moet seker wees wat jy doen.] Daar is verskeie redes waarom honde gebad word. Dit is belangrik om tussen hulle te onderskei.

~~Bad jou hond omdat hy vuil is?~~ ^{of}
~~Bad jou hond omdat hy stink?~~
 daar 'n velsiekte is wat behandeling benodig?
 hy aan 'n vertoning gaan deelneem?
 hy vlooi of enige parasiete ander het? (trs)

Kolpuntlys in elr in een kolom

BAD JY JOU HOND OMDAT:

Elke rede het 'n verskillende tegniek

→ ital/kurs.

Drop cap [Elke] met 2 reëls

NOTA

1. Vanaf ** - ** in drie kolomme met 'n vertikale lyn tussen die kolomme.
2. Keep die eerste lyn van elke paragraaf in met 0,5 cm (0,2").
3. Justeer die teks in die kolomme.

* *

Jy moet jou hond so gereeld as wat nodig is, bad. As jou hond daagliks vuil word, is dit nodig om jou hond vir 'n paar dae te bad. Ek dink altyd aan my

QUESTION 3

COLUMNS – EDIT

Retrieve the file called **QUESTION 3**. Edit the document and follow all instructions carefully. Use the default margins left and right. The top and bottom margins must be 2 cm (0.8"). Save as **QUESTION 3A**. [18 min]

Change font to Times New Roman 12.

Insert an appropriate picture. Hint: Look in Healthcare. Place the picture in the middle column between the two paragraphs.

Bathing dogs ^{Title case} 22pt
↔
a Vet's perspective caps 16pt

Bathing the dog sounds easy. Let's just get the dog into a bath and use some of the shampoo that we used to wash our hair with last night. Stop right there!

3 columns

Bathing your dog is not a simple task. [In order to achieve the best results, one has to be clear about what one is doing and why.] There are numerous reasons for bathing dogs. It is important to distinguish between them.

~~Bath your dog because it is dirty?~~ or
~~Bath your dog because it is smelly?~~
 there is a skin disease, which needs treating?
 you are preparing your dog for a show?
 it has fleas or other parasites external? (trs)

Bulleted list in s/s in one column

DO YOU BATH YOUR DOG BECAUSE:

Each reason has a different approach → ital

Drop cap [Each] with 2 lines

NOTE

1. From ** - ** in three columns with a vertical line between the columns.
2. Indent the first line of each paragraph by 0,5 cm (0,2").
3. Justify the text in the columns.

**

You must bath your dog as often as you need to. If your dog gets dirty daily for a few days, then you may need to bath it daily for those few days. If it gets dirty once a week, or once every two weeks then that is how often you need to bath it. I always think of my own hair, which is what a dog's coat is similar to,

hare en onthou dat 'n hond se hare soortgelyk aan my eie is. Ek was my hare gereeld om dit skoon en gesond te hou met 'n vars reuk. Dieselfde goeie gewoonte moet jy onthou vir jou hond.

Moenie jou eie sjampoe gebruik nie. Dit word nie vir jou hond aanbeveel nie. Maak seker dat jy goeie kwaliteit sjampoe geskik vir honde, gebruik. Maak seker dat die verkoops personeel vir jou die regte advies gee. As dit enigszins suspisieus klink, skakel jou veearts. Lees alle instruksies op die bottel, en as daar 'n pamflet binne is, lees dit.

Nog 'n "moenie" is dat jy nie jou hond in jou eie bad moet was nie. Hulle hou nie daarvan om in 'n klein area aan 'n vreemde, /prosedure blootgestel te word nie. ^{snaakse}

Neem 'n groot emmer warm water, 'n spons, klein beker, die sjampoe, 'n leiband en die hond. / Maak die hond met die spons nat. Gooi sjampoe en was deeglik. [!]

~~Nog 'n "Moenie dit doen nie" is om jou hond in jou eie bad te bad. Hulle hou nie daarvan om in 'n klein are vasgekeer te wees nie.~~ ^{del}

Gebruik die beker of die spons om die skuim mee af te spoel. Ek gebruik gewoonlik 'n handdoek om die hond mee af te droog. 'n Haardroër droog die hond se vel uit en laat die hond jeuk. Moenie die hond laat gaan terwyl hy nog nat is nie, want hy gaan die vuilste, stowwerigste poeletjie kry en daarin rol. 'n Goue reël is om die hond aan sy leiband te hou, met 'n handdoek af te droog en dan in die son te loop totdat die hond heeltemal droog is.

* *

As jy die bogenoemde metode gebruik, gaan jy 'n gelukkige, skoon hond hê met 'n eenaar wat nie stres elke keer as hy "bad jou hond" hoor nie.

Sentreer die paragraaf oor die hele bladsy.

Voeg 'n geskikte simbool hier in om die einde van die artikel aan te dui, bv. ✨.

after all. I wash my hair regularly to keep it clean, healthy and smelling good, and the same approach must be applied to your dog.

Do not use your own shampoo. It is not indicated for your dog. Make sure it is a good quality veterinary shampoo. If you are purchasing the product from a source other than your vet, ensure that the salesperson gives you correct advice. If this seems suspect or irregular, then call your vet. Make sure that you read all the instructions on the bottle, and if there is a package insert, read it.

Another "don't do" is don't bathe your dog in your bath in the bathroom. They don't like being confined to a small area and having a strange procedure performed on them. *different*

Take a large bucket of warm water, a sponge and a small jug, the shampoo you have chosen and a lead and collar. Oh yes, don't forget the dog. Use the sponge or jug to decant water onto the dog to wet it. Then lather with the shampoo, and obey instructions given on the bottle. *!*

~~Another "don't do" is don't bathe your dog in your bath in the bathroom. They don't like being confined to a small area and having a strange procedure~~ *del*

Rinse the shampoo off using the sponge or jug. I use a towel to dry the dog. You will not be able to dry the dog completely, but you will be able to get a lot of the surface moisture off. Don't use a hairdryer, they seem to dry the skin out and make the dog itch. I also don't like just letting the dog go whilst soaking wet, because it will surely run and find the dirtiest, dustiest patch and roll in it. So a rule of thumb is to keep your dog on a lead and use a towel to dry it, and then walk it in the sun till it is dry.

* *

If you use the above method, you will have a happy clean dog and an owner who does not get stressed each time the phrase "bath the dog" is mentioned.

Centre this paragraph across the page.

Insert an appropriate symbol here to indicate the end of article e.g. * *.

VRAAG 4

TEORIE

Herroep die lêer **VRAAG 4** en beantwoord al die vrae. Stoor as **VRAAG 4A**.
Jy mag jou antwoorde op die vraestel beplan. **[21 min]**

AFDELING A 6 x 2 = [12]

Kies die korrekte antwoord deur 'n kruis (X) in die relevante blok te tik.

VRAE	MOONTLIKE ANTWOORDE	X
1. Watter program word gebruik om massa briewe aan kliënte te stuur?	A. Webblad	
	B. Aanbieding	
	C. Woordverwerking	
2. Die Inligtingsnelweg (<i>Information Superhighway</i>) ...	A. gee jou die keuse tussen twee stelsels.	
	B. is 'n manier om inligting deur middel van rekenaars oor te dra	
	C. is 'n tegnologiese ontwikkeling van digitale netwerke van rekenaars en telekommunikasiestelsels oor die wêreld.	
3. Watter IKT (<i>ICT</i>) innovasie het 'n omwenteling in hoe ons inkopies doen, veroorsaak?	A. Databasisse	
	B. E-Handel	
	C. Stempos (voice mail)	
4. Watter rekenaartoeëpassing vereis dat die aanbieder die rekenaar aan 'n dataprojektor koppel?	A. Excel/QuattroPro	
	B. PowerPoint/Presentations	
	C. Access/Paradox	

QUESTION 4

THEORY

Retrieve the file called **QUESTION 4** and answer all the questions in the space provided. Save as **QUESTION 4A**. You may plan your answers on the question paper. **[21 min]**

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

Choose the correct answer to each question by typing a cross (**X**) in the relevant block.

QUESTIONS	POSSIBLE ANSWERS	X
1. Which application is used to produce mass mail of letters to customers?	A. Webpage	
	B. Presentation	
	C. Word processing	
2. The Information Superhighway ...	A. allows you to choose the best route between two systems	
	B. is a means of transmitting data to other computers	
	C. is a technological development of digital networks of computers and telecommunications systems around the world	
3. Which ICT innovation is changing how we shop?	A. Databases	
	B. E-Commerce	
	C. Voice mail	
4. Which computer application requires the presenter to connect a computer to a data projector?	A. Excel/QuattroPro	
	B. PowerPoint/Presentations	
	C. Access/Paradox	

AFDELING A (vervolg)

5. Herhaalde spanningsbesering (repetitive strain injury) kan veroorsaak word deur ...	A. swak postuur en verkeerde gebruik van die muis of sleutelbord	
	B. slegte ventilasie	
	C. beide A en B	
6. Hulle hoër stoorkapasiteit en die gerief om hulle saam met jou te dra, maak dit meer prakties vir groter rugsteuning.	A. 3½"-diskette	
	B. Addisionele harde skywe	
	C. Flitsskywe/Geheuestafies	

AFDELING B 4 x 1 = [4]

Beantwoord **WAAR** of **ONWAAR**:

1. Deur programme van die web af te laai, kan virusse oorgedra word.
2. Die sentrale verwerkingseenheid is die enigste komponent van die persoonlike rekenaar (PC).
3. Anti-virus-sagteware kontroleer alle lêers en verwyder virusse wat opgespoor word.
4. 'n Sleutelbord is 'n afvoertoestel.

AFDELING C 7 x 2 = [14]

Bestudeer Kolom A en Kolom B. Kies die korrekte antwoord uit Kolom B wat by Kolom A pas. Voltooi die vorm deur slegs die korrekte letter in die spasie te tik.

KOLOM A	KOLOM B
1. Knipbord (<i>Clipboard</i>)	A. MS Office
2. 'n Multigebruik-bedryfstelsel	B. Greep (<i>byte</i>)
3. Drukvoorskou (<i>Print preview</i>)	C. 'n Kortpad na die drukfunksie
4. Deelware (<i>Shareware</i>)	D. Linux

SECTION A (continued)

5. Repetitive strain injury can be caused by ...	A. poor posture and incorrect use of the mouse or keyboard	
	B. poor ventilation	
	C. both A and B	
6. Their higher storage capacity and the convenience of being able to carry them with you, makes them more practical for larger backups.	A. 3½" disks	
	B. Additional hard drives	
	C. Flash disks/Memory sticks	

SECTION B 4 x 1 = [4]

Answer **TRUE** or **FALSE**:

1. Downloading programs from websites can transmit viruses.
2. The central processing unit is the only component of the personal computer (PC).
3. Anti-virus software checks all your files and removes viruses found.
4. A keyboard is an output device.

SECTION C 7 x 2 = [14]

Study Column A and Column B. Choose the correct answer from Column B that fits Column A. Complete the form by typing the correct letter in the space provided.

COLUMN A	COLUMN B
1. Clipboard	A. MS Office
2. A multi-use operating system	B. Byte
3. Print preview	C. A shortcut to the print function
4. Shareware	D. Linux

AFDELING C (vervolg)

5. Internetadres	E. URL (<i>Uniform Resource Locator</i>)
6. Voorbeeld van sagteware (<i>software</i>)	F. Strek oor 'n hele land.
7. Dit is die eenheid wat gebruik word om die verwerkingspoed van 'n rekenaar te meet.	G. Sagteware wat verniet is en wat enigiemand kan gebruik.
	H. Sagteware wat slegs vir 'n sekere tydperk verniet gebruik kan word.
	I. Sluit die rekenaars en drukkers van 'n klein kantoor in.
	J. Geheuestelsel wat data tydelik stoor.
	K. Hertz
	L. Stel jou in staat om op die skerm te sien hoe jou gedrukte dokument gaan lyk.
	M. Stel jou in staat om veelvoudige items in <i>Office</i> -programme te versamel en te plak.

SECTION C (continued)

5. Internet address	E. URL (Uniform Resource Locator)
6. Example of software	F. Extends across a country
7. This is the unit used to measure the processing speed of a computer.	G. Software that is free and anyone can use.
	H. Software that you can use for free for a certain time period.
	I. Includes the computer and printers in a small office.
	J. Set of memory that holds data temporarily.
	K. Hertz
	L. Enables you to see on the screen what your printed document will look like.
	M. Enables you to collect and paste multiple items in Office programs.

VRAAG 5

NOTULE

Herroep die lêer **VRAAG 5** en sleutel bladsy 1 en 4 van die Notule van 'n vergadering gehou op Vrydag, 15 Augustus 2006 in. Stoor as **VRAAG 5A**.

[28 min]

Notule van 'n vergadering gehou deur die Navorsingskomitee op _____ om 14:00 in the seminaarkamer. TEENWOORDIG

Dr D Lourens ~~Prof. PM Whitfield~~ stot

Me C Zackey (Sekretaresse) Prof. CH Montshiwa (Voorsitter) Prof.

J Maynier

Plaas in korrekte volgorde

Die voorsitter heet ~~al~~mal welkom en bedank die teenwoordig vir sy of haar bydrae tot suksesvolle navorsing.

del

VERSKONINGS [Dr M Grimbeek] Prof J Malindi

Prof. M Gericke

trs

2. PERSONEEL

Baie geluk aan prof. Whitfield wat uitgenooi is om 'n driedag-kursus in Genève vanaf 25 - 27 Augustus 2006 oor "Gesondheidsorg" by te woon.

1. NOTULE VAN DIE VORIGE VERGADERING

Die notule is gelees en aanvaar.

3. OPE-DAG 10 OKTOBER 2006

3.1 Die reëlins vir die geleentheid is gefinaliseer. Prof. A Patterton sal die komitee toespreek oor strategiese ontwikkelingsdoelwitte en gesondheidsnavorsing in Suid-Afrika.

trs

QUESTION 5

MINUTES

Retrieve the file called **QUESTION 5** and key in pages 1 and 4 of the following Minutes of a Meeting held on Friday, 15 August 2006. Save as **QUESTION 5A**.
[28 min]

Minutes of a meeting of the Research Committee held on _____
_____ at 14:00 in the seminar room. PRESENT
Dr D Lourens ~~Prof. PM Whitfield~~ stet
Ms C Zackey (Secretary) Prof. CH Montshiwa (Chairman)
Prof. J Maynier

Place in correct order

The chairman welcomed everybody and thanked all present for his or her contribution to make research more effective. del

APOLOGIES [Dr M Grimbeek] ~~Prof J Matindi~~
Prof. M Gericke trs

2. PERSONALIA

Congratulations to Prof. Whitfield who has been invited to attend a three-day course in Geneva on "Health Promotion" from 25 - 27 August 2006.

1. MINUTES OF THE PREVIOUS MEETING

The minutes were read and approved.

3. OPEN DAY 10 OCTOBER 2006

3.1 The arrangements for this major event have been finalised.

Prof. A Patterton will address the committee on strategic development goals and health research in South Africa.

trs

3.2
b) Die bekende prof. W Mollen van Kanada sal optree as beoordelaar en sal die trofees van die Natuur- en Skeikunde-departement hanteer.

Die besluit is ook geneem dat elke leier 'n kopie moet hou van elke kandidaat en dat die vorms elke ses maande op datum gebring moet word.

4. VORM VIR VOORGRAADSE STUDENTE

Die Voorsitter bedank dr Lourens vir die gebruiksvriendelike vorm wat hy ontwikkel het om die voorgraadse opleiding te monitor. Die vorms gaan aan al die fakulteitleiers gestuur word en moet dadelik gebruik word. ← loop aan

Bladsy 4 van hier af

6. ANDER SAKE

Blok die bladsynr. regs.

6.1 Die Krugersdorp Gee-Om-Vir-Jou-Troeteldier-Forum

(U)

Hierdie is 'n nuwe manier van uitreik na die gemeenskap. Dr Grimbeek ^{sal} as voorsitter van die komitee optree. Die hoof ^{en} doel ^{olk} van die komitee is om die immunisering van diere in die area te ^{sal wees} monitor. [Dokumentasie sal ook aan die publiek uitgedeel word om sodanige hulle kennis rakende diersorg uit te brei.] Die DBV sal ^o ook help met die inenting van verdwaalde diere.

6.2 Gee-Om-Vir-Jou-Troeteldier-Sentrum

(U)

Die sentrum het sy deure 'n paar weke gelede geopen.

6.2.1
a) 'n Gekwalifiseerde veearts sal daaglik aan diens wees en sal dadelik beskikbaar wees tot 24:00 elke aand.

6.2.2
b) 'n Noodnommer sal in gebruik wees.

3.2

b) The famous Prof. W Mollen from Canada will act as judge and will handle the trophies for the Natural Sciences department.

A decision was also taken that all leaders should keep a copy for each candidate and that the forms must be updated every six months.

4. FORM FOR POST-GRADUATES

The Chairman thanked Dr D Lourens for the user-friendly form that he developed to monitor post-graduate training. These forms will be sent to all faculty leaders to be used immediately. ← run on

Page 4 from here on

Right-align the page no.

6. OTHER ISSUES

6.1 Care-For-Your-Pet Forum

u

This is a new form of reaching out to the community. Dr Grimbeek ^{will act} acts as chairman of this committee ^{and is} the main purpose ^{||c} of this committee is to co-ordinate the vaccination of animals in the area. ^{||c} Documentation is also handed to the public to increase his or her knowledge on animal care. The SPCA will also help with the vaccination of stray animals. ^{of} will be

6.2 Care-For-Your-Pet Centre

u

This centre opened its doors a few weeks ago.

b.2.1 A qualified vet will be on duty daily and will be on call up to 24:00 at night. b.2.2 An emergency number will also be available.

6.23
~~2~~ Vakansiekursusse sal aangebied word gedurende
 Desember vakansies om veral die jeug oor diersorg in te lig.

7.
 9. ALGEMEEN

Geen sake is bespreek nie. Die vergadering sluit om 4 nm.
 Die volgende vergadering sal op 26 Oktober 2006 gehou
 word.


Gebruik die 24 uur
 horlosie.

.....
 VOORSITTER

Sit korrek uiteen.

.....
 SEKRETARESSE

Datum:

 Die sentrum kan nou die volgende bied as gevolg van 'n
 skenking wat ons van 'n diere liefhebber gekry het.

Voeg in waar met simbool aangedui.
 Die simbool word nie in die
 dokument benodig nie.

6.23

→ Holiday courses will take place during the December holidays to teach and educate especially the youth on animal care.

7. GENERAL

No matters were discussed. The meeting closed at 4 pm.
The next meeting will be held on 26 October 2006.

Use 24 hour clock.

.....
CHAIRMAN

.....
SECRETARY

Date:

} Display correctly.

🐾 Due to a donation received from an animal lover we can offer the following:

Insert text where indicated by symbol.
No symbol required in document.

VRAAG 6

KONTRAK

Pas alle reëls toe rakende regsdokumente en sleutel die volgende dienskontrak in. Stoor as **VRAAG 6**.

[28 min]

Linkerkantlyn
3.75 cm (1.5")

DIENSKONTRAK 18pt Vetdruk

(vir 'n TYDELIKE AANSTELLING)
tussen

DIERE GESONDHEIDSKOS BEPERK
(hierna genoem "die Werkgewer") [en [SYLVIA NKOMO
781020 0054 882

b/k

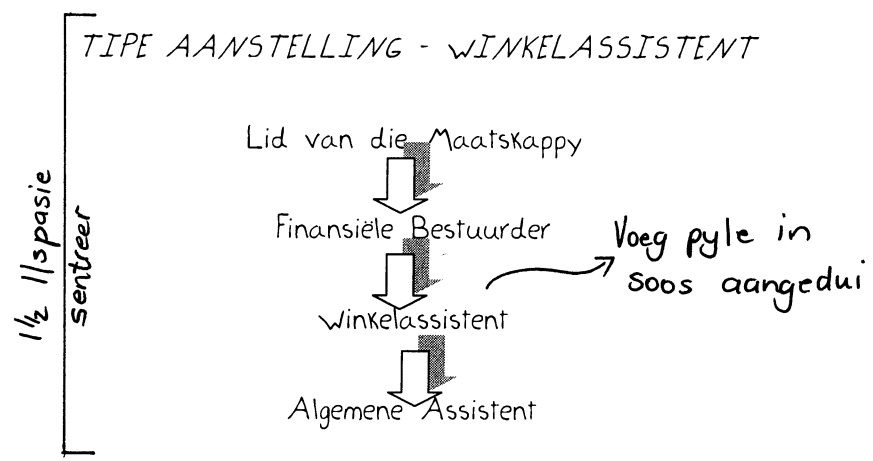
(hierna genoem "die WERKNEMER")

1. DIENSAANVAARDING [Hierdie kontrak sal op 1 Maart 2006 in werking tree en op 31 Augustus 2006 ten einde loop. Die WERKNEMER sal in 'n tydelike hoedanigheid aangestel word. Die diens sal outomaties op 31 Augustus 2006 beëindig word. Albei partye het op bogenoemde geskik.

2. Plek van werk

Die Blou Meul, oorkant die Sentrum/ 3. WERKS-
BESKRYWING

/in Westonaria.



QUESTION 6

CONTRACT

Apply all rules regarding legal documents and key in the following service contract. Save as **QUESTION 6**.

[28 min]

Left margin
3.75 cm (1.5")

SERVICE CONTRACT 18pt Bold

(for a TEMPORARY APPOINTMENT)

between

ANIMAL HEALTH FOODS LIMITED

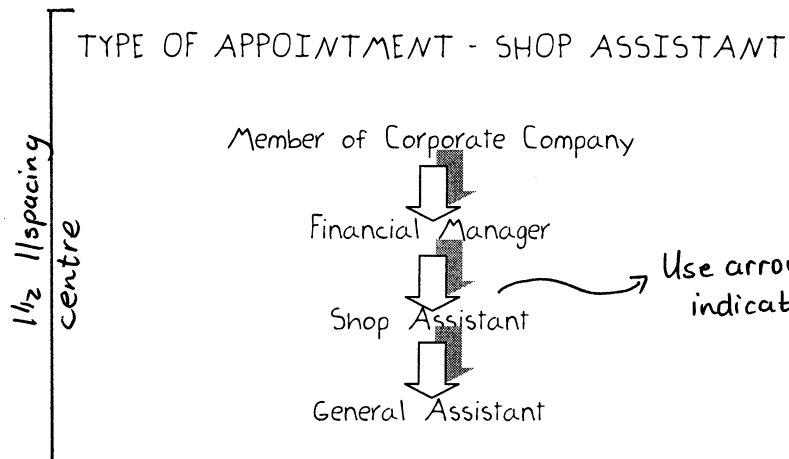
(hereafter referred to as "the Employer") [and SYLVIA NKOMO ulc
781020 0054 882

(hereafter referred to as "the EMPLOYEE")

1. STARTING DATE [This contract will resume on 1 March 2006 and will expire on 31 August 2006. The EMPLOYEE will be appointed in a temporary capacity. The service will automatically be terminated on 31 August 2006. Both parties agree to the above.

2. Place Of work

The Blue Saloon, opposite the Mall / 3. JOB DESCRIPTION



/in Westonaria.

2 ↔

4. PLIGTE

Verkope, Besprekings doen vir hondesalon, Skoonmaak van winkel en rakke,
Kontrole van voorraad

Kolpuntlys in
alfabetiese orde.

5. WERKSURE

Tabelstop 7.5 cm (3") van kant van bladsy

→ 9:00 - 18:00

! Maandae tot Vrydae

→ 8:00 - 14:00

! Saterdag

→ Die WERKNEMER sal $\frac{1}{2}$ keer haar salaris betaal word indien
ekstra ure verlang word.

behou

6. SALARIS

Die WERKNEMER sal 'n salaris van R2 500 (twee duisend
vyfhonderd rand) per maand, op die laaste dag van elke maand
betaal word.

6. VERLOF

6.1 Die jaarlikse verlof word op 21 (een en twintig) werksdae met vol
salaris bereken asook 'n bonustjek, wat op meriete gebaseer is.

6.2 'n Mediese sertifikaat van 'n mediese dokter moet getoon word
om te kwalifiseer vir siekverlof.

Die assistent sal nie enige mediese advies rakende diere of vertroulike
inligting oor die praktyk aan enigiemand verskaf nie.

Ek, verstaan die kontrak en teken dit
vrywilliglik.

2 ↔

4. DUTIES

Counter sales, Making appointments for dog groomer, Dusting and cleaning of shelves, Stock control of pet food

Bulleted list in alphabetical order

5. Working Hours

Tab stop 7.5 cm (3") from edge of paper

- 9:00 - 18:00 | Mondays to Fridays
- 8:00 - 14:00 | Saturdays
- The EMPLOYEE will be paid $1\frac{1}{2}$ times her salary if extra working hours are required.

retain/keep

6. SALARY

The EMPLOYEE will be paid a salary of R2 500 (two thousand five hundred rand) per month on the last day of each month.

6. LEAVE

6.1 Leave will be based on 21 (twenty one) workdays per annum on full salary as well as a bonus cheque, based on performance.

6.2 A medical certificate from a medical doctor must be submitted to qualify for sick leave.

The assistant will not give any veterinary advice and no confidential information regarding the practice will be discussed.

I, understand this contract and sign it willingly.

GEDOEM en GETEKEM te Westonaria op die dag van
 in die teenwoordigheid van die ondergetekende getuies.] 1 1/2 Ma

As getuies

1.
 WERKNEMER

2.
 WERKGEWER

] Sit korrek uiteen

THUS DONE and SIGNED at Westonaria on this the day of
..... in the presence of the undersigned witnesses.] 1 1/2
] 1 1/2 sp

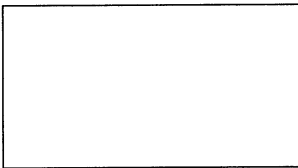
As witnesses

1.	EMPLOYEE] Display correctly
2.	EMPLOYER	

VRAAG 7

SAKEBRIEF – REDIGEER

Herroep die lêer met die naam **VRAAG 7**. Verander die brief na die normale skrif en volg alle instruksies. Stoor as **VRAAG 7A**. [14 min]



DIE HOND SE BESTE VRIEND VEEARTS

Terrierstraat 8, JOHANNESBURG, 2000

Tel: (011) 987 6754

Faks: (011) 987 6755

Sentreer
briefhoof-
besonderhede.

6 Oktober 2006

Me L Makunye, Posbus 56, Northcliff 2091 → Sit korrek uiteen.

Geagte me M Volbooi

Sjokolade en 'n Mens Se Beste Vriend blk

Dankie vir die navraag wat u gerig het. Die saad van Theobroma kakao bestaan uit twee persent theobromine en 'n klein bietjie kaffeïen wat die bestanddeel van kakao is vir sjokolade. Baker se sjokolade bevat / hoogste konsentraat van theobromine van alle sjokolade. Hierdie bestanddeel kan vir mense as 'n stimulant gebruik word en kan ook blokkasies voorkom deur / are te vergroot.

Hoeveel sjokolade is dodelik vir 'n hond?

Omraam slegs die teks met 'n 3D-raam.

Die dood as gevolg van vergiftiging kan dus uitgestel word totdat 'n kritiese vlak bereik is.

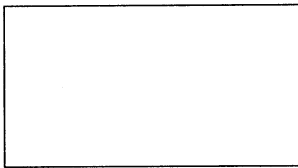
Twee worshonde is dood nadat hulle 600 g sjokolade tussen hulle twee verorber het. Omdat theobromine deur / spysverteringskanaal geabsorbeer word en stadig uitgeskei word sal selfs klein dosisse 'n kumulatiewe effek hê. Indien die dier so vergiftig word tree / dood skilic in.

Sommige honde het geen weerstand teen melksuiker nie, d.i. laktose, wat beteken dat hulle nie die ensieme het om die laktose te verwerk nie. Die onverwerkte melksuiker trek water deur osmose in die liggaam in en veroorsaak braking en diarree.

QUESTION 7

LETTER – EDIT

Retrieve the file called **QUESTION 7**. Change the contents of the letter to the default font and follow all instructions. Save as **QUESTION 7A**. [14 min]



THE DOG'S BEST FRIEND VET

8 Terrier Street, JOHANNESBURG, 2000

Tel: (011) 987 6754

Fax: (011) 987 6755

Centre
letterhead
details.

6 October 2006

Ms L Makunye, PO Box 56, Northcliff 2091 → Display correctly.

Dear Ms M Complete

Chocolates And A Man's Best Friend u/c

Thank you for your enquiry. The seed of Theobroma cacao which contains two percent theobromine and a little caffeine is the source of cacao for chocolate. Baker's chocolate contains / highest concentration of theobromine of all chocolate. This substance can be used in humans as a diuretic, cardiac stimulant and to dilate / coronary or peripheral arteries.

How much chocolate is fatal to dogs? Frame text only with a 3D frame.

Death from poisoning may thus be delayed until a critical level is reached.

Two dachshunds died after eating 600 g of chocolate between them. Since theobromine is completely absorbed from / alimentary tract and only slowly excreted, small doses can have a cumulative effect. When poisoned by / heart stimulant few signs are seen, death occurring suddenly.

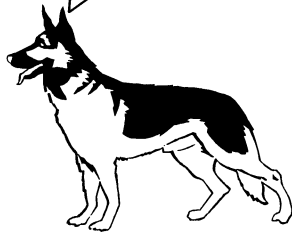
Some dogs are intolerant to milk sugar, i.e. lactose, which means that they don't have the enzyme, lactase to digest lactose. The undigested milk sugar draws water by osmosis into the intestinal tract from the body, resulting in vomiting and diarrhoea.

Een blokkie sjokolade vir 'n 15 kg hond is gelyk aan vyf sjokolades vir 'n 75 kilogram persoon. Dit sit onmiddelik om in vet, en loop aan gebruik afk.

o/k Sjokolade is sleg vir die tande.

Die uwe

Skuiw die prentjie na die spasie in die briefhoof.



- Die brief word deur dr J Muller geteken.
- Gebruik koppeltekens waar nodig.
- Vind en vervang / met die.
- Kontroleer spelling.

[20]

TOTAAL: 240

EINDE

One chocolate for a 15 kg dog is equivalent to five chocolates for a 75 kilogram person. It fattens quickly, and run on

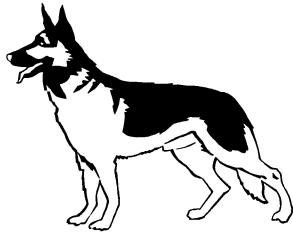
11c Chocolates are bad for teeth.

use abbr.

run on

Yours sincerely

Move this picture to the place provided in letterhead.



- The letter will be signed by Dr J Muller.
- Use hyphenation where necessary.
- Find and Replace / with the.
- Check spelling.

[20]

TOTAL: 240

END