



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY PAPER

FEBRUARY/MARCH 2011

MARKS: Not applicable

TIME: 5 minutes reading time PLUS 10 minutes keying-in time PLUS printing time

This question paper consists of 4 pages.

INSTRUCTIONS AND INFORMATION

1. Time: FIVE MINUTES will be allowed for READING the speed/accuracy text.

TEN MINUTES will be allowed for the KEYING IN of the text.

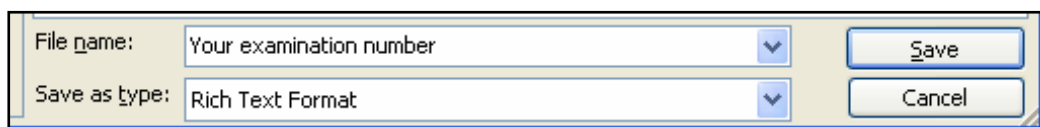
2. Default settings:

LANGUAGE	SA English or UK English
UNITS OF MEASUREMENT	Centimetres (cm) or inches (")
JUSTIFICATION	Left
FONT AND FONT SIZE	Courier New 12 or Courier 12
MARGINS	2.54 cm or 1"
HEADER/FOOTER	1.27 cm or 0.5"
LINE SPACING	1½ (1.5 lines) or double-line spacing

3. Insert a header containing the following:

CAT Speed Feb/Mar2011 (1)	(Left aligned)
Examination number	(Right aligned)

4. Provision has been made for speeds up to 70 words per minute.
5. Insert an extra line space before the start of a new paragraph.
6. Save your speed/accuracy test with **your examination number** as the file name. Your invigilator will inform you where to save your file.
7. You may not edit the text after the 10-minute keying-in time has elapsed.
8. Use your examination number as the file name to save your document. Save the file type as Rich Text Format, as shown below. Make a printout of your answer and submit it to the invigilator. You may submit **only ONE printout of this question**.



The image shows a standard Windows-style 'Save As' dialog box. It has a title bar, a 'File name' text box containing 'Your examination number', a 'Save as type' dropdown menu currently showing 'Rich Text Format', and two buttons at the bottom right: 'Save' and 'Cancel'.

NOTE: Invigilators must ensure that all candidates' optional speed questions are saved to CD for the purpose of marking. Printouts must be handed in with the electronic copies on the CD.

- Assume you are creating an awareness on career choices.
- Key-in the following paragraphs as fast and as accurately as you can.

Adapted from:

www.cao.ac.za/Career.aspx and <http://www.everydaycareer.com/how-to-become-an-it-professional/>

Choosing your career and programme of study is probably the biggest decision you have faced in your life so far. We try to help you make an informed decision. However, you should also make use of other resources such as career resource centres, guidance counsellors, libraries, local newspapers, television and the Internet, if you have access to them.

It is important that you choose a career that will help you achieve the sort of lifestyle you want as well as matching your working personality. Answering the following questions might help you get a clearer picture of what type of career would be right for you.

Does this career offer the sort of challenges and rewards you need? People work for different reasons. Some work best when they are well paid. Others are more stimulated by a challenge than by money. Some like a feeling of importance. Others are inspired by the gratitude of people they have helped. Some get a kick out of creating something.

It may help you if you write down your answers to the following questions. What values and ambitions do you have? Think back to when you did some work you were really pleased with. What encouraged you to do your best? Do you perform at your best when you stand to gain a reward or money, or when you are doing what you enjoy? What are the things that are important to you as a person?

Once you have identified some careers that interest you, it is always a good idea to talk to people who are already doing the job. Ask them how hard they had to study and what sort of demands their job makes on them. Find out what they like and dislike about it.

That way you will be able to determine whether the career you are considering will fit into your chosen lifestyle. Check job advertisements in the newspapers to find out how many openings there are for people who are just starting out. These will also give you an idea what salaries are paid for the jobs you are considering, but remember that it will take you several years before you start earning a top salary.

Many, many more subjects are offered at tertiary level than at school. So how can you work out what you are likely to be good at? Most subjects will build on knowledge and skills you have already been developing at school. For instance, if you study Engineering you will make extensive use of what you learnt at school in Mathematics and Science. If your best subjects at school are languages or those involving essay writing, you should consider a course that will further develop those skills.

If you are best at practical things, consider studying at an FET College where these skills will be developed. Do not be restricted to the subjects you are best at in school, but use them to guide you in identifying your personal strengths.

Check the entry requirements carefully and only apply for courses you are likely to qualify for. For example, if a programme specifies Mathematics at level three you definitely will not be considered if you are writing Mathematical Literacy. If your results are better than the minimum specified, the institution will be delighted to consider your application.

Check out all the different options very carefully. Different institutions have different entry requirements for similar programmes. There are alternative access routes to many of the programmes listed. Access programmes are designed to assist those from disadvantaged schools who do not meet the

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