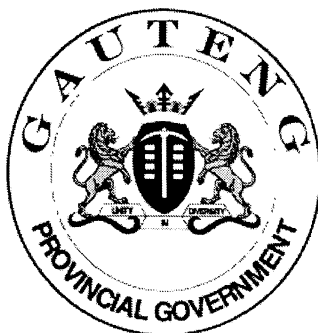


**SENIOR CERTIFICATE
EXAMINATION
*SENIORSERTIFIKAAT-EKSAMEN***



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

2006

**COMPUTYPING
*REKENAARTIK***

Second Paper / *Tweede Vraestel*

SG

942-2/2

COMPUTYPING/REKENAARTIK SG : P2/V2

**18 pages
*18 bladsye***



942 2 2

SG

X05



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GAUTENGSE DEPARTEMENT VAN ONDERWYS
SENIORSERTIFIKAAT-EKSAMEN

REKENAARTIK SG
(Tweede Vraestel)

TYD: 3 uur (sluit in
10 minute leestyd)

PUNTE: 240

INSTRUKSIES AAN KANDIDATE

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

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

2. Onthou om die volgende te doen:

- Stoor u dokumente met gereelde tussenposes.
- Kontroleer spelling in elke dokument.
- Gebruik die voorskou-funksie (*print preview*) in elke dokument voordat u die volgende vraag beantwoord.
- U mag net **een drukstuk 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 3, Vraag 4 en Vraag 7**, kan op die stiffie gekry word.

GAUTENG DEPARTMENT OF EDUCATION

SENIOR CERTIFICATE EXAMINATION

COMPUTYPING SG
(Second Paper)

TIME: 3 hours (including
10 minutes reading
time)

MARKS: 240

INSTRUCTIONS TO CANDIDATES

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

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

2. Remember to do the following:

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

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

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	Kontrak	40	28
2	Redigeer: Brief	25	18
3	Omsendbrief	35	25
4	Teorie	30	22
5	Notule	30	21
6	Finansiële Staat	30	21
7	Redigeer: Agenda	20	14
8	Tabel	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	Contract	40	28
2	Edit: Letter	25	18
3	Circular Letter	35	25
4	Theory	30	22
5	Minutes	30	21
6	Financial Statement	30	21
7	Edit: Agenda	20	14
8	Table	30	21
TOTAL		240	170

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 insleuteling 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

KONTRAK

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

[28 min]

VERMAAKLIKHEIDSKONTRAK^{bk}
tussen
DIE JEUG UNIVERSITEIT^B
† (Regisseur)^{bk}
en
† CHARL THERON^B
(Sanger)^{bk}
Detail van vertoning:^{bk}

} Sentr.

Datum:

Tyd: ^{bk}

Plek:

Tipe: ^{bk}

1. Die verhouding tussen die partye van die Kontrak sal een wees van 'n onafhanklike ondernemer & kliënt. Die Sanger sal nie verteenwoordig word deur iemand in die ondertekening van die Kontrak nie. 2. Die Sanger sal verantwoordelik wees vir die optrede van sy agent en werknemers gedurende die uitvoer van enige van die Sanger se verpligtinge, gedurende na reis enige en/of van die Universiteit. ^{trs}

3. CHARL THERON onderneem hiermee dat die REGISSEUR nie verantwoordelik gehou sal word vir enige verliese, eise, skade, uitgawes of onkoste nie en sal alle kostes betaal wat hieruit mag volg. ^{loop aan}

4. CHARL THERON onderneem om verantwoordelik te wees vir enige

QUESTION 1

CONTRACT

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

[28 min]

ENTERTAINMENT CONTRACT^{u/c}
between
THE YOUTH UNIVERSITY^B
⁺(Producer)^{u/c}
and
CHARL THERON^B
⁺(Singer)^{u/c}
Details of performance:^{u/c}
Date:
Location:
Time:^{u/c}
Type:^{u/c}

1. The parties to this Contract intend the relationship between them to be one of an independent contractor & customer. No employee, agent, or contractor of the Singer will represent the Singer in the signing of the contract. 2. The Singer will remain liable for the acts of its agent and contractors during the performance of any of the Singer's obligations arising under the Contract and trip any during to and/or from the University.
3. CHARL THERON hereby undertakes and agrees that the PRODUCER will not be held responsible for any and all losses, claims, demands, expenses, damages or costs and will pay all damages and claims resulting therefrom.
4. CHARL THERON agrees to deduct, pay and remain solely responsible

VRAAG 1 (vervolg)

Blok bladsy-
nommer
regs 2

aftrekkings, betalings, noodsaaklike versekering van werkers, belasting of
verpligtinge van unies wat ~~na~~ ~~uit~~ die vertoning mag volg ~~stat~~

5. Enige dispuut tussen die Sanger en die REGISSEUR
omtrent die geldigheid, opstel en/of effek van die Kontrak, sal deur
die Hoër Hof in Pretoria beslis word.

6. Die Sanger sal op eie onkoste alle toerusting vir die vertoning voorsien.

7. Die Sanger sal die vertoning presies op die datum en tyd wat op die
Kontrak aangedui is, begin. Die Jeug Universiteit sal dit vergoed. #

8. Die Kontrak verteenwoordig die volle ooreenkoms tussen die betrokke
partye en vervang alle vorige onderhandelinge en/of ooreenkomste tussen die
partye. Enige toevoegings, weglatings of herhaling tot 1 Kontrak moet op
skrif wees en deur beide partye onderteken wees om van krag te wees

1 die

#

b/k

Hiermee Word Getuig dat die ondergetekende partye geteken het op die

Datum VAN Ooreenkoms. b/k

#

AS GETUIES

1.

.....

Sanger

2.

.....

REGISSEUR

} Tik
korrek

QUESTION 1 (continued)

Right align page number 2

for any necessary workmen's insurance premiums, income tax, or union dues arising ~~during~~ ^{stat} ~~from~~ the performance.

5. Any dispute between the Singer and the PRODUCER concerning the validity, construction and/or effect of the Contract will be resolved by the Superior Court of Pretoria.

6. The Singer will provide all necessary equipment for the performance at the Singer's sole expense.

7. The Singer will be prepared to begin the performance precisely on the date and time set forth on the Contract. The Youth University will make the payment.

8. The Contract represents the entire agreement between the parties hereto and supersedes all prior negotiations and/or agreements between the parties. Any additions, deletions or revisions to the Contract must be in writing and initialled by both parties in order to be valid.

In Witness Whereof the undersigned parties have signed on the Date OF Agreement.

AS WITNESSES

1.		} Display correctly
	Singer	
2.		
	PRODUCER	

VRAAG 2

BRIEF: REDIGEER

Herroep die lêer benoem **VRAAG 2** vanaf u disket. Bring die veranderinge aan soos in die instruksies hieronder aangedui. Stoor as **VRAAG 2A**.

[18 min]

BEWONDERAARSKLUB VAN JUDY FERN } ➔ *Kursief / Italics*

6 November 2005

Beste Margot

Linkerkantlyn op 2.54 cm (1").

Verander font na Courier New 12 pt.

Verander reëlafstand van teks na e/r.

Kontroleer spelling.

NUUTSTE NUUS OOR JUDY FERN } *Sentr.*

Margot Wilson

Plutostraat 16

Johannesburg

2001

Skuif na korrekte posisie.

**Kyk instruksie aan die einde van die vraag*

Links-justeer paragraaf 1.

Die atmosfeer op die Londen stel van die fliek, *Die Another Time*, is gevul met soveel energie, dat jy dit omtrent kan aanvoel. Terwyl die weer buite die *Sherwood Studios* meer as tiepies somber van 'n Engelse lentemiddag is, lyk dit of die temperatuur binne hoër en hoër styg soos wat die tyd aanstap. Geklee in wat beskryf kan word as 'n eenvoudige warmtepakkie, is Judy Fern, ster van die film, eenvoudig asemrowend saam met Pierre Brooke in die hoofrol.

Verander paragraaf 2 in 2 koerantstyl-komme met 'n vertikale lyn tussen-in. 'Drop Cap' die eerste letter oor 2 reëls.

Al het sy as jong vrou deur swaar tye gegaan, onthou Fern, die dogter uit 'n gebroke huwelik, haar kinderdae in haar tuisdorp Clevedale waar sy altyd geliefd gevoel het en alles kon doen wat sy wou. Haar ma het altyd gesorg dat sy soveel as moontlik leer omtrent haar Afrika-Amerikaanse herkoms. Fern het uitstekend presteer in elke vak en in buite-kurrikulêre aktiwiteite wat sy in haar skedule kon inpas.

QUESTION 2

LETTER: EDIT

Retrieve the file called **QUESTION 2** from your disk. Make the changes as indicated in the instructions in the document below. Save as **QUESTION 2A**.

[18 min]

FAN CLUB OF JUDY FERN } *Italics*

6 November 2005

Dear Margot

Left-hand margin on 2.54 cm (1").
Change font to Courier New 12 pt.
Change line spacing of text to s/s.
Check spelling.

LATEST NEWS ON JUDY FERN } *Centre*

Margot Wilson }
16 Pluto Street } *move to correct position.*
Johannesburg } **See instruction at the end of this question*
2001 }

left justify paragraph 1.

The atmosphere on the London set of the movie, *Die Another Time*, is filled with so much frenetic energy, you can practically feel it. While the weather outside *Sherwood Studios* is more than typically dreary for an English spring afternoon, the temprature inside seems to rise several degrees as each minute passes.

Dressed in what could best be described as a simple warm-up suit, Judy Fern, star of the film alongside Pierre Brooke in the main role, is simply gorgeously.

Change paragraph 2 into 2 newspaper-style columns with a vertical line between. Drop cap the first letter over 2 lines.

Although she went through some troubled times as a young woman, Fern, the daughter of a broken marriage, remembers her childhood, growing up in her home town of Clevedale, she always felt loved and could do anything she wanted. Her mother always made sure that she learned as much as she could about her African-American heritage. Fern excelled in every subject and extracurricular activity she could manage to fit into her schedule.

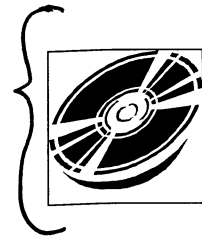
VRAAG 2 (vervolg)

Aanbiedinge vir modelwerk het ingestroom. Terwyl sy by die Clevedale^u
Community College in Clevedale was, het sy haarself onderhou met
modelwerk. Na 'n tydjie was sy gereed om aan te skuif na die volgende stap,
toneelspel.

Sy sou nie nee vir 'n antwoord vat nie. Voordat sy Lewis vir 'n tweede oudisie
moes ontmoet, het Fern vir dae lank nie gebad nie en die mees verslete klere
wat sy kon vind, aangetrek. Die res is geskiedenis!

Die uwe

*Skuif tot langs die adres en
blok regs



Harriet Sprong

Vind en vervang die woord
[modelwerk] in paragraaf 3
met [modelwerk] in vetdruk.

blk en gespasieerde letters
of "expanded characters" (5 pt.)

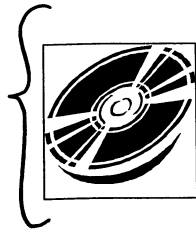
QUESTION 2 (continued)

The modelling offers came pouring in. So, while attending Clevedale Community College in Clevedale, Fern supported herself by modelling. After a while, though, she was ready to move to the next level, acting.

She was not about to take no for an answer. Before she met with Lewis for a second reading, Fern went for days without bathing and dressed in the most ragged clothes she could find. The rest is history!

Yours sincerely

*Move to next to address at
and align right.



Harriet Sprong

find and replace the word
[modelling] in paragraph 3
with [modelling] in bold.

u/c and spaced letters
or expanded characters (5pt.)

VRAAG 3

OMSENDBRIEF OP 'N BRIEFHOOF

Herroep die lêer benoem **VRAAG 3** vanaf die disket. Tik die omsendbrief korrek. Gebruik kantlyne van 2.54 cm (1"). Stoor as **VRAAG 3A**.

[25 min]

- Tik voluit
- 6 Apr 2005
- Aan Alle Privaatskole, Alle Publieke Skole
- Geleentheid om aansoek te doen vir 'n Regisseurskursus aan die Jeug Universiteit
1. Beurse
- ♦ Die TDO (Tshwane Departement van Onderwys) het / moontlikheid ondersoek vir / daarstel van beurse vir 'n Regisseurskwalifikasie.
 - ♦ Die kwalifikasie staan bekend as / Sertifikaat vir Regisseurs / word aangebied deur Die Kollege vir Sterre aan Die Jeug Universiteit.
 - ♦ Die Kollege vir Sterre het 9 jaar ondervinding in die aanbidding van vakke in die vermaaklikheidsbedryf.
 - ♦ Die Kollege maak ook voorsiening vir studente wat nie oor die nodige fondse beskik nie.
2. OPVOEDERS ^{np} [Die Sertifikaat vir Regisseurs sal opvoeders toerus om hierdie vakke aan te bied. Die TDO erken dat daar in die vakrigting 'n tekort aan gekwalifiseerde opvoeders is en ondersteun die kursus ten volle.
3. Duur van die Kursus
- [Na suksesvolle voltooiing sal 'n kandidaat die Sertifikaat vir Regisseurs ontvang.
- { Een van die uitkomstes is om die
- Voeg kolpunte in van jou keuse.
- Behou afkorting
- en
- stet
- b/k

QUESTION 3

CIRCULAR LETTER ON A LETTERHEAD

Retrieve **QUESTION 3** from your disk. Type the Circular Letter correctly. Set the margins on 2.54 cm (1"). Save as **QUESTION 3A**.

[25 min]

- Type in full
- 6 Apr 2005 #
- To All Private Schools, All Public Schools
- Opportunity to apply for a Directors' course at the Youth University
1. Bursaries ulc
- ◆ The TDE (Tshwane Department of Education) has been exploring / possibility of providing bursaries for a special qualification in Directing.
- ◆ This qualification is known as / Certificate for Directors and offered by The College of Stars at The Youth University. stet / is
- ◆ The College of Stars has 9 years' experience in teaching subjects concerning / entertainment business.
- ◆ The College also caters for students lacking the necessary funds.
2. EDUCATORS ^{NP} [The Certificate for Directors will enable educators to present these subjects with confidence. The TDE recognises that there is a dire shortage of qualified educators in this field in the province and fully supports the course. → Keep abbreviation
3. Duration of the Course ulc
- After successful completion a candidate will receive a Certificate for Directors.
- { One of the outcomes is to improve

VRAAG 3 (vervolg)

2 Sentr.

vak kennis van die opvoeder te verbreed. Die kursus bestaan uit 2 komponente en strek / twee jaar. h oor

4. AANBIEDING

≠

4.1 Opvoeders ontvang 'n handboek.

≠

4.2 Daar is 'n eksamen vir elke kursus. [4.3 In elke kursus woon opvoeders maandeliks 'n twee-uur lesing by.

≠

Vul asseblief die onderstaande vorm in en faks dit na die gegewe faksnommer.

Die uwe

DIREKTEUR: Openbare Skakeling
NKOSANA TABAKAZANI

Tik
korrek

X-----

Naam:

Telefoonnommer:

Kursief
Bik
Sentr.

MERK ASSEBLIEF EEN VAN DIE VOLGENDE

Kursus 1 - 2005 ☐ Kursus 2 - 2006 ☐ Kursus 1 + 2 - 2005 ☐

[35]

b.o.

QUESTION 3 (continued)

2 Centre

educators' subject knowledge. The course consists of 2 components and duration is two years. / the

4. PRESENTATION

‡

4.1 Educators receive study material in booklet form.

‡

4.2 For each course there is a test and an examination. [4.3
Once a month the educators attend two-hour tutorials for each course.

‡

Please fill in the form below and fax it to the given fax number.

Kind regards

DIRECTOR: Public Relations } Display
NKOSANA TABAKAZANI } correctly

✂ -----

Name:

Telephone number:

Italics
centre
ulc

PLEASE TICK ONE OF THE FOLLOWING

18 pt.

Course 1 - 2005 ☐ Course 2 - 2006 ☐ Course 1 + 2 - 2005 ☐

VRAAG 4

TEORIE

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

[21 min]

AFDELING A [8 x 2 = 16]

Watter beskrywing in Kolom B pas by die naam/beskrywing in Kolom A? Tik telkens SLEGS DIE LETTER van die antwoord wat jy kies in Kolom B, langs die vraagnommer op die antwoordblad. Jy mag die HELP-funksie raadpleeg om antwoorde op te soek.

Nr.	KOLOM A	KOLOM B	
1.	Die <i>Escape</i> -sleutel	A	Interpreteer die instruksies wat jy met die muis stuur
2.	SVE (CPU)	B	Help jou om 'n sinoniem of verwante woorde te soek
3.	<i>Hyperlink</i>	C	'n Stel instruksies wat geheue vernietig
4.	Standaardwaardes (<i>default</i>)	D	Druk hierdie sleutel om 'n opdrag te kanselleer
5.	Tesourus	E	Stuur die instruksies na die sagteware wat jy gebruik
6.	Wurm	F	Druk hierdie sleutel om hulp te soek met 'n sekere opdrag
7.	Die hardeskyf	G	'n Elektroniese skakel met 'n ander deel van 'n dokument of 'n webblad
8.	<i>Windows</i>	H	'n Stelling wat die gebruiker skep deur self te stel of verander (<i>customize</i>)
		I	'n Metode om een lêer in 'n ander in te trek
		J	Dit is meer betroubaar en kan baie groter hoeveelhede inligting stoor as 'n stifie.

QUESTION 4

THEORY

Answer the following questions on the answer sheet, stored as **QUESTION 4** on the stiffy. Save immediately as **QUESTION 4A**.

[21 min]

SECTION A [8 x 2 = 16]

Which description in Column B matches the name/description in Column A? Type **ONLY THE LETTER** of your chosen answer from Column B in the appropriate answer column of the answer sheet. You may use the **HELP** function to trace the answers.

No.	COLUMN A	COLUMN B	
1.	The Escape key	A	Interprets the instructions you send with your mouse
2.	CPU	B	Helps you to find a synonym or related words
3.	Hyperlink	C	A set of instructions that destroy memory
4.	Default	D	Press this key to cancel a command
5.	Thesaurus	E	Sends the instructions to the software you are using
6.	Worm	F	Press this key to seek help with a command
7.	The hard drive	G	An electronic link to another part of a document or a web page
8.	Windows	H	A setting that the user creates by customizing
		I	A method to insert one file into another
		J	It is more reliable and stores far more information than a stiffy

VRAAG 4 (vervolg)

AFDELING B [5 x 2 = 10]

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 sleutel(s) moet jy druk om dadelik met die merker na die begin van die lyn te gaan?
 - a. Ctr + links pyltjie
 - b. Home-sleutel
 - c. Terugsetter (*backspace*)
 - d. Alt + Tab

2. Die volgende is voorbeelde van bedryfstelsels:
 - a. Microsoft Access en Microsoft Excel
 - b. Microsoft Publisher en Clip Art
 - c. Windows 2000 en Windows XP
 - d. Norton en McAfee

3. Woordomvou (*Word-wrap*) verwys na die volgende:
 - a. In woordverwerking loop die merker outomaties oor na die volgende tekslyn.
 - b. Die tikster moet die *enter* sleutel aan die einde van die tekslyn druk.
 - c. Dis 'n metode om met 'n nuwe lyn te begin deur die *shift* sleutel en die *enter* sleutel te druk.
 - d. Om 'n woord te selekteer deur te dubbelklik in die kantlyn.

4. Die SVE (*CPU*) van 'n rekenaar bestaan uit die volgende dele:
 - a. Die hardeskyf en die CD-ROM aandrywer
 - b. Die LAG (*ROM*) en die LSG (*RAM*)
 - c. Stiffies en 'n CD-ROM
 - d. Die beheereenheid, die rekenkunde-logika eenheid en registers

5. Watter een van die volgende pas nie by die ander nie?
 - a. Windows
 - b. DOS
 - c. Linux
 - d. Access

QUESTION 4 (continued)**SECTION B [5 x 2 = 10]**

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 key(s) should you press to move the cursor immediately to the beginning of a line?
 - a. Ctr + left arrow
 - b. Home key
 - c. Backspace
 - d. Alt + Tab
2. The following are examples of operating systems:
 - a. Microsoft Access and Microsoft Excel
 - b. Microsoft Publisher and Clip Art
 - c. Windows 2000 and Windows XP
 - d. Norton and McAfee
3. Word-wrap refers to the following:
 - a. In word processing the cursor automatically runs on to the following text line.
 - b. The typist must press the enter key at the end of a text line.
 - c. A method of starting a new line by pressing the shift key and the enter key.
 - d. To select a word by double clicking in the margin.
4. The CPU of a computer consists of the following parts:
 - a. The hard disk and the CD-ROM drive
 - b. The ROM and the RAM
 - c. Stiffies and CD-ROM
 - d. The control unit, the arithmetic-logical unit and registers
5. Which one of the following is the odd one out?
 - a. Windows
 - b. DOS
 - c. Linux
 - d. Access

VRAAG 4 (vervolg)

AFDELING C [1 x 4 = 4]

Kies die korrekte woord uit die twee woorde tussen hakies. Tik slegs die korrekte woorde in die toepaslike blokkies op die antwoordblad.

1. Die **(sleutelbord/aftaster)** is 'n toevoermeganisme wat gebruik word om gedrukte materiaal soos teks of beeld in 'n rekenaar in te lees.
2. Programmatuur kan in twee breë kategorieë verdeel word, naamlik **(stelsel-/grafiese)** en toepassingsprogrammatuur.
3. 'n **(Harde/Sagte)** bladsybreek kan ingevoeg word wanneer jy 'n nuwe bladsy in 'n dokument wil verkry (forseer).
4. **(Grafikaprogrammatuur/Kommunikasieprogrammatuur)** word gebruik om diagramme te skep.

QUESTION 4 (continued)

SECTION C [1 x 4 = 4]

Choose the correct word from the two words given in brackets. Type only the correct word in the appropriate block on the answer sheet.

1. The **(keyboard/scanner)** is an input device used for reading printed material such as text or pictures into the computer.
2. Software can be divided into two broad categories, namely **(systems/graphical)** and application software.
3. To force a new page in a document a **(soft/hard)** page break can be inserted.
4. **(Graphics/Communication)** software can be used to create diagrams.

VRAAG 5

NOTULE

Tik die onderstaande Notule korrek op A4 portretbladsye. Gebruik kantlyne van 2.54 cm (1"). Stoor as **VRAAG 5**.

[21 min]

Sentr.
Vetdruk
Kursief
blk [DIE VERMAAKLIKHEIDSINSTITUUT

NOTULE van die vergadering van die Uitvoerende Komitee, gehou op 2005/11/20 om 10h00 in die Raadskamer van die Jeug Universiteit.

TEENWOORDIG

Me. S. Singh

Besturende Direkteur

Mnr. P. Peters

Finansiële Direkteur

Mnr. D. Davids

Direkteur Menslike Hulpbronne

Mnr. C. Cohen

Sekretaris

Me. K. Makhetha

Mnr. A. Ho-Yan

1. VERWELKOMING blk, B

Me. Singh heet almal teenwoordig welkom.

2. VERSKONINGS np [Geen

3. NOTULE VAN / VORIGE VERGADERING

Die notule van / vergadering gehou op 6 Julie 2005 is gelees, voorgestel deur mnr. Ho-Yan en gesekondeer deur me. Makhetha.

4. OPLEIDING EN ONTWIKKELING

Me. Makhetha noem dat verskeie ontwikkelinge by die Universiteit die groeiende belangrikheid en aanvaarding van die Regisseurskursus reflekteer.

†

Die Sertifikaat vir Regisseurs is nou by die Kollege

blk, B
AKSIE

QUESTION 5

MINUTES

Key in the following Minutes on A4 portrait. Use margins of 2.54 cm (1"). Save as **QUESTION 5**.

[21 min]

Centre
Bold
Italics
u/c

[THE ENTERTAINMENT INSTITUTE

MINUTES of the Executive Committee Meeting held on 2005/11/20 at 10H00 in the Boardroom at the Youth University.

PRESENT

Ms S. Singh

Managing Director

Mr P. Peters

Financial Director

Mr D. Davids

Human Resources Director

Mr C. Cohen

Secretary

Ms K. Makhetha

Mr A. Ho-Yan

1. WELCOME u/c, Bu/c, B
ACTION

⋮

Ms Singh welcomed all present.

2. APOLOGIES NP [None

3. MINUTES OF / PREVIOUS MEETING

The minutes of / meeting held on 6 July 2005 were read. Proposed by Mr Ho-Yan and seconded by Ms Makhetha.

4. TRAINING AND DEVELOPMENT

Ms Makhetha reported that there had been several developments at the University which reflect the growing importance and acceptance of the Directors' Course.

⋮ ‡

The Certificate for Directors by the College of Stars,

VRAAG 5 (vervolg)

2

van Sterre vir die onderwyssektor ingestel. Beurse is beskikbaar.

5. LENTEBAL

Die bal gaan die Funksie van die Jaar wees! Die Sandton Hill Hotel en 'n plaaslike orkes is reeds bespreek. 'n Motor sal opgeveil word. Daar sal gelukkige prystrekkings wees met pryse soos 'n vliegkaartjie na Hongkong.

6. VOORSORGFONDS VIR LEDE

Die Departement Menslike Hulpbronne rapporteer dat alle keusevorme vir die voorsorgfonds terug ontvang is.

7. BESONDERHEDE VAN LEDE

Die besonderhede van lede in Uganda, Australië en Nederland is op datum gebring en is op Internet beskikbaar.

8. AFSLUITING

Die Besturende Direkteur bedank almal teenwoordig. Die vergadering sluit om 11:30.

Voorsitter Sekretaris DATUM	] Tik korrek
---------------------------------------	--------------

AKSIE

KM

CC

CC

QUESTION 5 (continued)

2

ACTION

is now well established for the education sector.

Bursaries are available for students.

KM

5. SPRING BALL

This ball is going to be the Celebrity Function of the Year! The Sandton Hill Hotel and a local band have been booked. A car will be auctioned. There will be lucky draws with prizes such as a business class ticket to Hong Kong with a week's free accommodation.

CC



6. PROVIDENT FUND FOR MEMBERS

The Human Resources Department reported that all option forms for the provident fund have been returned.

7. INFORMATION OF MEMBERS

The information of members in Uganda, Australia and the Netherlands have been updated and is available on the Internet.

CC

8. CLOSURE

The Managing Director thanked all present and the meeting closed at 11:30.

Chairperson	Display correctly
Secretary	
DATE	

[30]

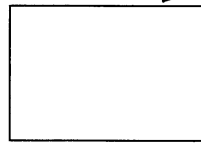
p.t.o.

VRAAG 6

FINANSIËLE STAAT

Sleutel die volgende finansiële staat in op A4 portret. Stoor as **VRAAG 6**.

[21 min]



'Copy + Paste' die logo/
prentjie van die
Briertroef van Vraag 3.
Sentr.

KOLLEGE VIR STERRE] → Outline 18 pt., sentr, b/k

HERSIENDE BEGROTING: Vermaaklikheidsafdeling } b/k

Hoof van Afdeling: PIET PIEREWIET } dlr

TYDPERK: 1 Junie 2004 tot 31 Mei 2005

Roam: 3/4 pt.
Dubbellyn

ITEMS	UITGAWES: 2004/2005		
	BEGROTING	WERKLIK	VARIASIE
	R	R	R
Salarisse*	468 000	480 000	12 000 (+)
Reklame	112 500	104 700	7 800 (-)
Funksies/Vermaak	10 800	9 000	1 800 (-)
Reisonkoste*	15 000	22 500	7 500 (+)
Skryfbehoeftes, drukwerk en posgeld	20 000	16 000	4 000 (-)
Diverse (geskenke, ens.)	15 000	13 750	1 250 (-)
TOTAAL	R641 300	R645 950	R4 650 (+)

Sorteer
a-z

Dpskrifte
in b/k

...

OPMERKINGS b/k, w

Blok regs (+ Dpskrifte)

- * 'n Tydelike assistent is vir 'n 4-maande periode aangestel.
- # Sluit in 'n ongeskeduleerde, internasionale konferensie in Hongkong.

Skadu laaste
kolom ± 12%

[30]

b.o.

QUESTION 6

FINANCIAL STATEMENT

Key in the following Financial Statement on A4 portrait. Save as **QUESTION 6**.
[21 min]

Copy + paste logo/picture from letterhead of question 3 here. Centre.

COLLEGE OF STARS] → Outline 18 pt., centre, u/c

BUDGET UPDATE: Entertainment Division } u/c
Head of Division: PIET PIEREWIET } d/s
PERIOD: 1 June 2004 to 31 May 2005

Double line border 3/4 pt.

ITEMS	EXPENDITURE: 2004/2005		
	BUDGET R	ACTUAL R	VARIANCE R
Salaries*	468 000	480 000	12 000 (+)
Advertising	112 500	104 700	7 800 (-)
Functions/Entertainment	10 800	9 000	1 800 (-)
Travelling expenses#	15 000	22 500	7 500 (+)
Stationery, printing and postage	20 000	16 000	4 000 (-)
Sundries (gifts, flowers, etc)	15 000	13 750	1 250 (-)
TOTAL	R641 300	R645 950	R4 650 (+)

Sort a-z

Headings in u/c

COMMENTS u/c, u

- * A temporary assistant was employed for a 4-month period.
- # Includes an unscheduled international conference in Hong Kong.

Shade last column ± 12%

Align-right (+ headings)

[30]

p.t.o.

VRAAG 7

AGENDA: REDIGEER

Herroep die lêer benoem **VRAAG 7** vanaf u disket. Bring die veranderinge aan soos in die instruksies hieronder aangedui. Stoor as **VRAAG 7A**.

[14 min]

TIKSTER:

- ♦ Enter ≠ na die WordArt opskrif.
- ♦ Voeg 'n toepaslike simbool 3x in, een spasie tussenin en sentreer. (Font: Tahoma 24 pt.)
- ♦ Enter ≠ en voeg 'n horisontale lyn in (onder die simbole).
- ♦ Gebruik die Font Tahoma 14 pt. vir die res van die Agenda.
- ♦ Voeg 'n bladsyraam in - gebruik 'n dubbellyn.

KENNIS word hiermee gegee van 'n Algemene Vergadering
van Die Vermaaklikheidsklub, Leeulaan 300, Zwartkop op
Donderdag 16 Julie 2005 om 18:30.

Skadu
± 12%
e/r

AGENDA

Kennisgewing van vergadering

Verskonings

Gebruik Arabiese numering om Agenda te nommer

Notule / vorige vergadering

Verslag van Voorsitter van

Waarom flik so baie populêr is 9 / del

Metodes wat filmmakers gebruik

Verskillende kameraskote en -hoeke trs

Analiseer 'n film ~~resensie~~ ^{artikel} stet

STEVEN SPEELMAN

Voorsitter ← Verander na "small caps".

[20]

b.o.

QUESTION 7

AGENDA: EDIT

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

[14 min]

TYPIST:

- ◆ Enter ≠ after the WordArt heading.
- ◆ Insert an appropriate symbol 3 times, one space in between (centre).
(Font: Tahoma 24 pt.)
- ◆ Enter ≠ and insert a horizontal line (below the symbols).
- ◆ Use the Font Tahoma 14 pt. for the rest of the Agenda.
- ◆ Insert a page border - use a double line.

NOTICE is hereby given of the General Meeting of The
Entertainment Club, 300 Lion Avenue, Zwartkop on
Thursday 16 July 2005 at 18:30.

Shade
± 12 %
s/s

AGENDA

Notice of Meeting

Apologies

Make use of Arabic numbers to number the Agenda

Minutes / previous meeting

Chairman's Report of

Why cinema is so very popular 9 / del

Methods that film-makers use

Different camera 'shots' and 'angles' trs

Analyse a film ~~report~~ review stat

STEVEN SPEELMAN

Chairperson ← Change to "small caps".

[20]

p.t.o.

VRAAG 8

TABEL

Sleutel die volgende tabel in op A4-landskap. Gee aandag aan manuskripte-kens. Stoor as **VRAAG 8**.

[21 min]

DETAIL VAN DIE LEDE VAN DIE VERMAAKLIKHEIDSKLUB
Verander 'rigting' van teks soos in blokkie

LID ↑↓ Opekrifte in blk	GEBOOR- TEDATUM ↑↓	LIDNUMMER SKAPNUMMER ↑↓	SELNUMMER ↑↓	GUNSTELING AKTEUR/AKTRISE ↑↓
Precious Maboloi ¹	1980-11-05	642	074 890 8901	Shah Rukh Khan
Lynette du Preez	1980-11-06	531	074 780 7801	Leonardo DiCaprio
Salomon Booyesen	1984-10-07	420	074 670 6701	Keanu Reeves
Zurai Whitehead	1984-10-08	310	074 560 5601	George Clooney
Bertram Rhoode	1978-09-09	210	074 450 4501	Alyssa Milano
Ismail Watson ²	1978-09-11	100	074 340 3401	Angelina Jolie
Penny Smith	1977-12-11	101	074 230 2301	Jack Nicholson
Margot Johnson ..	1977-12-12	102	074 120 1201	Ben Affleck

1 in Goue ster-toekenning ontvang van die Kollege vir
 sterre vir Beste Aktrise in Mei 2005.
 2 Gekies as Beste Akteur van die Kollege vir sterre in 2005.

[30]

TOTAAL: 240

EINDE

QUESTION 8

TABLE

Key in the following Table on A4 Landscape. Pay special attention to manuscript signs. Save as **QUESTION 8**.

[21 min]

DETAILS OF MEMBERS OF THE ENTERTAINMENT CLUB

Change text direction as shown

MEMBER	DATE OF BIRTH	MEMBER NUMBER	CELL NUMBER	FAVOURITE ACTOR/ACTRESS
Precious Maboloi ¹	1980-11-05	642	074 890 8901	Shah Rukh Khan
Lynette du Preez	1980-11-06	531	074 780 7801	Leonardo DiCaprio
Salomon Booyesen	1984-10-07	420	074 670 6701	Keanu Reeves
Zurai Whitehead	1984-10-08	310	074 560 5601	George Clooney
Bertram Rhooode	1978-09-09	210	074 450 4501	Alyssa Milano
Ismail Watson ²	1978-09-11	100	074 340 3401	Angelina Jolie
Penny Smith	1977-12-11	101	074 230 2301	Jack Nicholson
Margot Johnson ..	1977-12-12	102	074 120 1201	Ben Affleck

Left align

Received a Golden Star Award for Best Actress in May 2005 from the College of Stars.

Chosen as Best Actor of the College of stars in 2005.

3 pt. Outside Border

[30]

TOTAL: 240

END