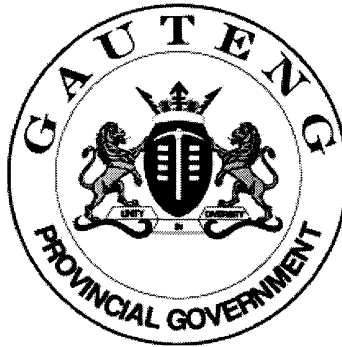


GAUTENG DEPARTMENT OF EDUCATION
GAUTENGSE DEPARTEMENT VAN ONDERWYS



SENIOR CERTIFICATE EXAMINATION
SENIORSERTIFIKAAT-EKSAMEN

OCTOBER / NOVEMBER
OKTOBER / NOVEMBER

2006

COMPUTYPING
REKENAARTIK

SG

Second Paper
Tweede Vraestel

942-2/2

COMPUTYPING/REKENAARTIK SG : P2/V2



942 2 2

SG

X25



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18 pages / bladsye



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 eksamennummer (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, afhange van die drukfasiliteite by die eksamensentrum.

3. Die lêers wat jy benodig vir **Vraag 2, Vraag 3, Vraag 6 en Vraag 7**, kan op die stiffie gekry word.

COMPUTYPING SG (Second Paper)	942-2/2 Z	2
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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 6 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

VRAAG	ONDERWERP	PUNTE	TYD (minute)
1	Kontrak	50	35
2	Redigeer: Finansiële Staat	25	18
3	Sakebrief	45	32
4	Tabel	40	28
5	Notule	30	21
6	Teorie	30	21
7	Redigeer: Kolomme	20	14
TOTAAL		240	169

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	50	35
2	Edit: Financial Statement	25	18
3	Business Letter	45	32
4	Table	40	28
5	Minutes	30	21
6	Theory	30	21
7	Edit: Columns	20	14
TOTAL		240	169

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 probleemr 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. Movement by invigilators among candidates should be restricted to assistance with faulty computers.
7. Invigilators should at all times be vigilant with regard to the security of the candidates' documents.
8. Save all your answers on the diskette provided.

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**. [35 min]

Voeg in 2 simbole
van 'n vliegtuig, 20pt.†

blk
20pt. [Kontrak van die toeroperateurs

†

DEFINISIES: Tensy teenstrydig met die konteks in hierdie ooreenkoms] blk

DIE KLANT] Veldruk

sal die persoon wees wat onderneem om die toer te koop en verder te toer as die Klant

Die Maatskappy] Veldruk/hfl.

is Die Toeroperateurs (Edms) Bpk.

1. Betaling blk

Betaling van / verskuldigde bedrag van die kontrak, sal gedoen word met 'n minimum deposito van R500,00 (vyf honderd rand) per persoon en / balans nie later nie as 6 (ses) weke voor / vertrekdatum van / Toer, met dien verstande dat:

- 1.2 daar sal geen kontrak tussen die MAATSKAPPY en die Klant wees nie totdat die deposito betaal is, of die prys van die kontrak betaal is.
- 1.1 indien die bespreking 6 (ses) weke of minder voor die gemelde vertrekdatum gemaak is, die volle kontrak prys met aanvaarding daarvan betaal moet word, en

2. PRYSSKOMMELINGE

Die prys van die Kontrak is gebaseer op reisgeld, hotel pryse, en ekstras.

Indien daar voor die vertrekdatum van die Toer enige prysstygings in die koste is, sal dit vir die ³Klant ²van die ¹rekening wees.

QUESTION 1

CONTRACT

Key in the following Contract in single spacing on A4 portrait. 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**. [35 min]

Insert 2 symbols of an aeroplane, 20 pt. ^{u/c} 20 pt. [Contract of the tour operators

DEFINITIONS: Unless inconsistent with the context in these conditions] ^{u/c}
THE CUSTOMER] **Bold**

shall mean the person undertaking to purchase the tour and travel thereon as the Customer

The Company] **Bold/caps**

shall mean The Tour Operators (Pty) Ltd.

1. Payment ^{u/c}

Payment of / full contract price due shall be paid, with a minimum deposit of R500,00 (five hundred rand) per person and / balance not later than 6 (six) weeks prior to / scheduled departure date of / Tour, provided that:

- 1.2 there shall be no contract between the COMPANY and Customer until the deposit has been paid or until the full contract price has been paid.
- 1.1 if the booking is made 6 (six) weeks or less before the said departure date, the full contract price is to be paid on acceptance hereof, and

2. PRICE VARIATIONS

The Contract price is based on fares, hotel prices, and land costs. In the event of there being any increase in the costs before the scheduled date of the Tour, such variations shall be for the ³Customer ²of the ¹account. ^{trs}

VRAAG 1 (vervolg)

²
3. KANSELLASIEFOOIE

paragraaf 6
begin op bl. 2

Indien die Klant die Toer wil kanselleer, moet die Maatskappy skriftelik deur die Klant in kennis gestel word. Die volle deposito sal verbeur word.

4. ONGEBRUIKTE DIENSTE EN TERUGBETALINGS

Geen terugbetalings sal gemaak word vir ~~plekke~~ ~~vertonings~~ ^{stet} wat nie gesien is of vir ongebruikte dienste, asook vir gedeeltelike gebruik van akkommodasie of vlugte nie.

5. KANSELLASIE DEUR DIE MAATSKAPPY

Indien die MAATSKAPPY die Toer kanselleer, sal die volle bedrag wat deur die Klant betaal is, aan die Klant betaal word.

6. Wysigings

Wysigings aan bevestigende besprekings sal gedoen word teen 'n fooi van R200 (twee honderd rand) vir elke wysiging wat na die oorspronklike bespreking gemaak word.

Administrasiekoste sal gevra word vir heruitreiking van alle dokumente/bewysstukke.

loop aan
C

7. Paspoorte & VISUMS

Die verkryging van algemene en geldige Paspoorte en Visums is die KLANT

b.o.

QUESTION 1 (continued)

²
3. CANCELLATION FEES

Paragraph 5
starts on page 2

Should the Customer wish to cancel the Tour, the Company must be advised thereof in writing under the signature of the Customer. The full deposit will be subject to forfeiture.

4. UNUSED SERVICES AND REFUNDS

~~places~~

stet

No refunds will be considered for ~~no-shows~~ or any unused services.

No refunds will be considered on partially used accommodation or flights.

5. CANCELLATION BY COMPANY

In the event of the COMPANY cancelling the Tour, the full amount paid by the Customer on account of the Contract price shall be refunded to him/her.

6. Amendments

Amendments to confirmed reservations will be processed at a fee of R200 (two hundred rand) for each alteration made after the initial reservation.

run on

Administration charges will be levied on all documents/vouchers submitted for re fund or re-issue.

7. Passports & VISAS

The responsibility for the provision of current and valid Passports and Visas,

p.t.o.

VRAAG 1 (vervolg)

se verantwoordelikheid.

8. Kredietkaartbetalings

Kredietkaarte word aanvaar vir betaling van gepubliseerde vliegtariewe. In sekere gevalle mag Kredietkaarte nie vir betaling aanvaar word nie. Verdere inligting is op aanvraag beskikbaar.

Metode van betaling] b/k
sentreer

b/k }	Naam van klant	HANDTEKENING	KONTANT	KREDIET- KAART

9. LUGHAWE BELASTING

Toerpryse sluit alle lughawe belasting uit.
Vetdruk / b/k

AS GETUIES

- | | | |
|---------|--------------------|---------------------------|
| 1. | Klant | } Sit
Korrek
uiteen |
| 2. | Vir die Maatskappy | |

QUESTION 1 (continued)

is that of the CUSTOMER alone.

8. Credit card payment

Credit cards are accepted for payment of published airfares. Credit cards may, in certain instances, not be accepted for payment. Further information will be supplied on request.

Method of payment] ^{u/c}
centre

9 pt.

^{u/c}
}

Name of customer	SIGNATURE	CASH	CREDIT CARD

9. AIRPORT TAXES

Tour prices exclude all airport taxes. ^{Bold/u/c}

WITNESSESS

1.

Customer

2.

For the Company

} Display
correctly

VRAAG 2

REDIGEER: FINANSIËLE STAAT

Herroep die lêer benoem **VRAAG 2**. Bring die nodige veranderinge aan soos aangedui in die instruksies in die onderstaande dokument. Stoor as **VRAAG 2A**. [18 min]

VOER DIE VOLGENDE INSTRUKSIES UIT, ASOOK DIE INSTRUKSIES OP DIE VOLGENDE BLADSY.

1. Voeg 'n Diamant AutoShape in van 3 cm x 3 cm (1.2" x 1.2") onder die Hoofopskrif.
2. Sentreer die AutoShape.
3. Voeg 'n simbool van 'n kar in (36 pt.) binne-in die AutoShape.
4. Regsblok en vetdruk die R-tekens.
5. Skadu die opskrifrye: INKOMSTE, BELASBARE INKOMSTE en UITGAWES ± 15%.
6. Kanselleer die outomatiese numering in kolom 1 onder MUNISIPALE.
7. Verskuil die lyne in kolom 1 en 2 onder ADMIN en VOORRAAD.
8. Verander die Font van die syferkolomme na Arial 12 pt. (slegs die syfers).
9. skuif die heel laaste reël getalle om in lyn te wees met "ADMINISTRASIE EN VOORRAAD".
10. Regsblok die syferkolomme
11. Voeg 'n dubbellyn onderstreping in onder die syfers van NETTO SURPLUS/TEKORT .
12. Voeg 'n dubbellyn bladsyraam in.

QUESTION 2

EDIT: FINANCIAL STATEMENT

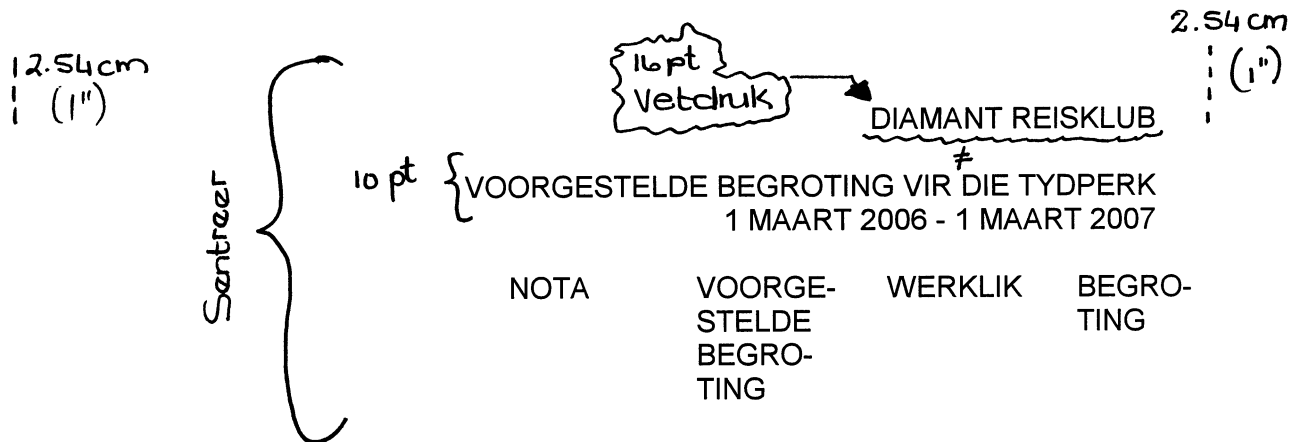
Retrieve the file called **QUESTION 2**. Make the changes as indicated in the instructions in the document below. Save as **QUESTION 2A**.

[18 min]

CARRY OUT THE INSTRUCTIONS GIVEN BELOW AS WELL AS THE INSTRUCTIONS ON THE NEXT PAGE.

1. Insert a Diamond AutoShape of 3 cm x 3 cm (1.2" x 1.2") after the main heading.
2. Centre the AutoShape.
3. Insert a symbol of a car (36 pt.) in the AutoShape.
4. Right-align and bold the R-signs.
5. Shade the heading rows: INCOME, TAXABLE INCOME and EXPENSES $\pm$ 15%.
6. Cancel the automatic numbering in column 1 under MUNICIPAL.
7. Hide the lines in columns 1 and 2 under ADMIN and PROVISIONS.
8. Change the Font of the figure columns to Arial 12 pt. (Only the figures).
9. Move the last line of figures to be in line with "ADMINISTRATION AND PROVISIONS".
10. Right align the figure columns.
11. Insert double underlining after the NET SURPLUS/DEFICIT figures.
12. Insert a double line page border.

VRAAG 2 (vervolg)



INKOMSTE

NOTA	VOORGE- STELDE BEGRO- TING	WERKLIK	BEGRO- TING
	R 206 558	R 176 111	R 177 338

BELASBARE INKOMSTE

5 736	5 291	5 428
-------	-------	-------

Renterekening
Inkomste (Parkerings)

1

134	131	268
5 600	5 160	5 160

UITGAWES

189 542	196 110	177 278
---------	---------	---------

MUNISIPALE

1. Eiendomsbelasting
2. Elektriesiteit — sp?
3. Vullisverwydering
4. Sanitasie
5. Water

2
3
4
5
6

28 032	25 648	25 742
10 380	9 729	10 022
18 884	17 264	17 154
18 608	14 392	14 199
31 012	29 078	23 912

**ADMINISTRASIE EN
VOORRAAD**

Bankkoste (van die bank) del	1 450	1 306	1 157
Bestuurskoste	14 345	12 924	12 923
Sekretariële koste	501	—	501
Ouditeurskoste	2 306	2 077	2 077
Reggskoste — sp?	—	598	1 078
Rente	—	174	—
SKRYFBEHOEFTE	1 371	1 235	2 000

NETTO SURPLUS/TEKORT

21 982	20 124	17 016	-20 198	2 614
		21 546		

QUESTION 2 (continued)

2.54 cm
1" (1")

16pt. Bold

centre

10pt

DIAMOND TRAVEL CLUB

2.54 cm
1" (1")

PROPOSED BUDGET FOR THE PERIOD
1 MARCH 2006 - 1 MARCH 2007

	NOTES	PRO- POSED BUDGET	ACTUAL	BUDGET
		R	R	R
INCOME		206 558	176 111	177 338
TAXABLE INCOME		5 736	5 291	5 428
Interest bank account	1	134	131	268
Rental income (Parking)		5 600	5 160	5 160
EXPENSES-		189 542	196 110	177 278
MUNICIPAL				
1. <u>Assesment rates</u> — sp?	2	28 032	25 648	25 742
2. Electricity	3	10 380	9 729	10 022
3. Refuse removal	4	18 884	17 264	17 154
4. Sanitation	5	18 608	14 392	14 199
5. Water	6	31 012	29 078	23 912
ADMINISTRATION AND PROVISIONS				
Bank charges of every bank del		1 450	1 306	1 157
Management fees		14 345	12 924	12 923
Secretarial fees		501	-	501
<u>Oudit fees</u> — sp?		2 306	2 077	2 077
Legal fees			598	1 078
Interest paid		-	174	-
STATIONERY		1 371	1 235	2 000
NET SURPLUS/DEFICIT		17 016	-20 198	2 614
	21 982 20 124	21 546		

[25]

p.t.o.

VRAAG 3

SAKEBRIEF OP 'N BRIEFHOOF

Herroep die lêer benoem **VRAAG 3**. Sleutel die Sakebrief korrek in. Gebruik kantlyne van 2.54 cm (1"). Stoor as **VRAAG 3A**. [32 min]

18 November 2006

Ontvanger: Mnr JB le Grange, Neptunestraat 416,
Clarensark, Edenvale, 1609

JY, JOU 4X4 EN DIE BUILELEWE

Meneer

Het die optrede van 4x4 eienaars regtig 'n impak op die planeet?

Neem in ag wat 'n eenvoudige optrede soos 'n rit op die strand kan doen: #

Voeg
Kdpunte
van jou
keuse
in

Krewe word doodgery, volgens raming word tot drie doodgery vir elke kilometer wat 'n voertuig beweeg. Pasgebore skilpaaie wat normaalweg blindelings na die water beweeg, kan in die voertuig spore val, waar hulle maklik prooi vir roofvoëls word. In die broeityd word voëls soos seeswaels en oestervangers gepla, of hul eiers of kleintjies word deur voertuie bedreig.

1. Voor jou reis } blk

1.1 Registreer vir 'n erkende 4x4 kursus wat eko-vriendelike bestuurstechnieke as deel van die sillabus insluit.

1.2 Doen navrae oor 'n area voordat jy reis, sodat jy die plaaslike leefwyse verstaan. Dit is byvoorbeeld, is dit uiters swak maniere om 'n kraal ongenooïd binne te gaan - kondig altyd jou teenwoordigheid aan soos wat jy by jou buurman se huis sou doen. ↑

In ~~Cariba~~ mag jy nie kamp voordat toestemming van die hoofman verkry is nie.

2. OP DIE PAD

Lesotho

loop
aan

QUESTION 3

BUSINESS LETTER ON A LETTERHEAD

Retrieve **QUESTION 3**. Key in the Business Letter correctly. Set the margins on 2.54 cm (1"). Save as **QUESTION 3A**. [32 min]

18 November 2006

Receiver: Mr JB le Grange, 416 Neptune Street,
Clarensparck, Edenvale, 1609

YOU, YOUR 4X4 AND THE GREAT OUTDOORS

Dear Sir

Do the actions of 4x4 owners really have an impact on the planet? Consider what a simple action such as driving down a beach can do:

Insert bullets of your choice { Ghost crabs are killed, some estimates suggest that up to three die for every kilometre travelled by a vehicle. Newly hatched turtles that normally race headlong for the sea can become trapped in the vehicle tracks, where they're easy meat for predators. Nesting birds such as terns and oyster-catchers are disturbed, or their eggs or young threatened by vehicle traffic. }

1. Before you go } ulc

1.1 Enrol for a recognised 4x4 course that includes eco-friendly driving techniques as part of the syllabus.

1.2 Research the area to which you are travelling so that you understand local customs and sensibilities. For example, it is considered extremely bad manners to enter a kraal uninvited - always announce your presence as you would at a neighbour's home. ↑

In ~~Cariba~~ you should never camp on land without the local headman's consent. (Lesotho)

2. ON THE MOVE

2} Sentr

- Die uwe Motorwese REDAKTEUR Geoff Moleketi } Sit slot
korrek uitgaan

b.o.

QUESTION 3 (continued)

2 } centre

- 2.1 Stick to existing tracks.
- 2.2 Remember that a road marked on a map does not ~~automati-~~ ^{always} ~~cally~~ confer the right of way. stet
- 2.3 Obtain permission or permits in protected conservation or tribal areas.
- 2.4 Observe fire restrictions.

3. FELLOW TRAVELLERS

- 3.1 Respect the privacy of others and their right to peace and quiet. (NP)
- 3.2 Don't play loud music - your passion for Lizzy, or The Big Boys might not be shared. *Italics*
- 3.3 Smile a lot. You'll be delighted at the response a friendly wave or greeting brings.

Kind regards

Motoring EDITOR

Geoff Moleketi

} Display correctly

✂ Comic Sans 18 pt. 3 pt Shade ± 10 %
Keep figure

ACT NOW!

wlc

Fill in and mail this form to DIAMOND Magazine (at the above address). One lucky reader can win a R100 000 trip for two to see the mighty Venus Falls in all its splendour. One of the natural Wonders of the World!!! The Venus Falls are 1,7 km wide and 100 m high. The Falls is only 90 minutes' flight from Johannesburg.

Title # Initials Surname

Cell # ID no ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Tear off slip in 1½ l sp. 20 pt.

[45]

VRAAG 4

TABEL

Sleutel die volgende Tabel op A4-landskap in. Gee aandag aan manuskripte-
kens. Stoor as **VRAAG 4**. [28 min]

Font: Comic Sans 12pt. (hele dokument)

Sentr + blk

Room: dubbellyn

Opskrifte: blk + sentr.

Diamant Lugredery skedules'

Behou afkorting

BESTEMMING	DAG	VERTREK	ARRIVEER	VLUG NO.	VALUTA
Johannesburg - Kairo ²	Sat	20h00	04h00	FMSA 840	Egiptiese pond
Johannesburg - Dubai ...	Son	14h15		FSAB 7158	Saoedi rial
	Daag-likes	19h15	05h25	FSAC 7159	Saoedi rial
Kairo - Johannesburg ...	Dins	01h45	11h00	FMSB 841	Rand
Dubai - Johannesburg ...	Sat	03h40	10h00	FSAD 7160	Rand
	Daag-likes	09h55	16h15	FSAE 7161	Rand

! # 1 Lugredery skedules is korrek toe dit gedruk is en is onderhewig aan verandering.

(6.4) z Die volgende gewilde en voorgestelde kombinasies mag gebruik word as 'n riglyn om u eie persoonlike reisplan saam te stel.

† { † † † † †

elr

Voeg kolpunte in, dieselfde as of soortgelyk aan dié op die vraestel.

toe dit gedruk is en is

Tik afkortings in kolom 2 voluit

Sentreer kolomme 2-6

Behou syfers

[40]

b.o.

QUESTION 4

TABLE

Key in the following Table on A4 Landscape. Pay special attention to manuscript signs. Save as **QUESTION 4**. [28 min]

Font: Comic Sans 12 pt. (whole document)

Centre + ulc

Border: double line

Headings: ulc + centre

Diamond Airline schedules'

Keep abbreviation

DESTINATION	DAY	DEPARTS	ARRIVES	FLIGHT NO.	CURRENCY
Johannesburg - Cairo ²	Sat	20h40	04h00	FMSA 840	Egyptian pound
Johannesburg - Dubai ...	Sun	14h15	00h25	FSAB 7158	saudi rial
	Daily	19h15	05h25	FSAC 7159	saudi rial
Cairo - Johannesburg ...	Tue	01h45	11h00	FMSB 841	Rand
Dubai - Johannesburg ...	Sun	03h40	10h00	FSAD 7160	Rand
	Daily	09h55	16h15	FSAE 7161	Rand

1 Airline schedules correct at time of going to print and are subject to amendment.

1cm 0.4" 2 The following popular and recommended combinations may be used as a guide to designing your own, personal itinerary:

sls { 3 nights in Cairo, 1 night in Luxor plus 1 night in Aswan. 2 nights in Cairo plus a 4-night cruise aboard the Nile Intrepid. 3 nights in Dubai plus 3 nights in Aswan. 2 nights in Dubai, 3 nights in Cairo plus 2 nights in Aswan. 2 nights in Dubai with a City of Merchants tour.

Keep figures

Insert bullets the same as or similar to those on a question paper.

[40]

VRAAG 5

NOTULE

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

[21 min]

Regsblok
blk,
Vetdruk

[Diamant Reisklub
≠

Notule van 'n Raadsvergadering van Direkteure gehou op 4 November 2006 om 14h00 in die Raadsaal van Diamant Lugredery.

TEENWOORDIG] Vetdruk en
blk alle opskrifte

A. Chinery (Voorsitter), M. Emmott (UD), R. Pickard (Nie-Uitvoerend), G. Lorentz (Toere) en S. Abrahams (Sekretaresse).

1. VERWELKOMING

Vertoon in
paragraaf-formaat

Mnr Chinery verwelkom almal teenwoordig.

2. Notule van die vorige vergadering

Die notule van die vergadering op 19 Junie 2006 word gelees. Voorgestel deur mnr R. Pickard en gesekondeer deur mnr G. Lorentz.

3. Voordele vir Britse lede

Mnr G. Lorentz noem dat Diamant Reisklub die volgende aan die Britse lede kan bied.

10 % afslag indien hulle direk by Diamant Lugdiens bespreek.

Voeg kolpunte van jou keuse in

QUESTION 5

MINUTES

Key in the following Minutes on A4 portrait. Use a left-hand margin of 2.54 cm (1"). Apply general Computyping rules. Save as **QUESTION 5**. [21 min]

Right-align
ulc,
BOLD

[Diamond Travel Club
†

Minutes of a meeting of the Board of Directors held on 4 November 2006 at 14h00 in the Boardroom of Diamond Airways.

PRESENT] BOLD and
ulc all headings

A. Chinery (Chairman), M. Emmott (CEO), R. Pickard (Non-executive), G. Lorentz (Operations) and S. Abrahams (Secretary).

Display in paragraph format

1. WELCOME

Mr Chinery welcomed all present.

2. Minutes of the previous meeting

The minutes of the meeting held on 19 June 2006 were read. Proposed by Mr R. Pickard and seconded by Mr G. Lorentz.

3. Benefits for British members

Mr G. Lorentz reported that Diamond Travel Club can offer these benefits to our British members.

If they book directly with Diamond Airways, they will receive 10 % discount.

First, business and premium class passengers who purchase their tickets in England can now enjoy the added comfort of a chauffeur-driven ride to the airport.

Insert bullets of your choice

trs

p.t.o.

VRAAG 5 (vervolg)

Voeg
kolpunte
van
jou
keuse
in.

Eerste, besigheidsklas en premium toeriste wat hul kaartjies in Engeland koop, kry die gerief van 'n chauffeur-rit na die lughawe. /sitkamers

Ons kan eerste-, premium- en besigheidsklas h asook stortfasiliteite by London Heathrow Lughawe aanbied.

Bogenoemde voorstelle is algemeen aanvaar.

4. BONGANI GROET

Mnr E. Emmott lig die vergadering in dat Bongani Hotels vanaf Junie 2007 nie meer 'n Diamant Vennoot sal wees nie.

5. AFSLUITING

Die Voorsitter bedank almal teenwoordig en die vergadering sluit om 15:30.

Voorsitter

Sekretaris

DATUM:

Tik korrek

Kursief paragrawe met kolpunte.

Pas in op een bladsy.

[30]

b.o.

QUESTION 5 (continued)

/class

Insert
bullet

We can offer first, premium and business lounges at London Heathrow Airport, as well as shower facilities.

┌ Above mentioned proposals were unanimously accepted.

4. BONGANI BIDS FAREWELL

Mr E. Emmott informed the meeting that as from June 2007, Bongani Hotels are no longer a Diamond Partner.

5. CLOSE

The Chairman thanked all present and the meeting closed at 15:30.

Chairman

Secretary

DATE:

} Display
correctly

Use Italics for bulleted paragraphs.

Fit on one page.

[30]

p.t.o.

VRAAG 6

TEORIE

Beantwoord die volgende vrae op die antwoordblad wat as **VRAAG 6** gestoor is. Stoor dit dadelik as **VRAAG 6A**. [21 min]

AFDELING A [4]

Bestudeer die twee stellings wat volg en dui aan of hulle WAAR of ONWAAR is deur 'n 'X' te tik onder die woord. Indien die stelling ONWAAR is, herskryf die stelling sodat dit WAAR is.

1. 'n Brandmuur (*firewall*) is 'n rekenaarprogram wat in die agtergrond werk terwyl jy op die Internet is, om te voorkom dat ander rekenargebruikers toegang tot jou rekenaar verkry.

WAAR	ONWAAR	

2. 'n Hiperskakel (*Hyperlink*) in 'n e-posadres skei die naam van 'n persoon en die domein.

WAAR	ONWAAR	

AFDELING B [1 x 6 = 6]

Dui aan of die onderstaande stellings **Waar** of **Onwaar** is. Tik slegs **Waar** of **Onwaar** in die toepaslike antwoordkolom op die antwoordblad.

1. Jy moet die **Insert**-sleutel op die sleutelbord druk om teks wat nie in die dokument verskyn nie, in te voeg.
2. Jy kan jou eie woorde in die elektroniese woordeboek byvoeg.
3. As jy eers jou dokument gestoor (save) het, kan jy nie weer die Speltoetser (Spell Checker) gebruik nie.
4. As jy (*Italic*) op die Standaard-gereedskapstaaf (*Standard toolbar*) wil kies, moet jy op die *Italic*-knoppie kliek.
5. Jy kan nooit die verskyning van 'n *bullet*/kolpunt sien nie, totdat jy die geselekteerde teks toepaslik verander het.
6. 'n Excel Werkboek (*Workbook*) mag teks, nommers en formules bevat.

QUESTION 6

THEORY

Answer the following questions on the answer sheet, stored as **QUESTION 6**.
Save immediately as **QUESTION 6A**. [21 min]

SECTION A [4]

Examine the two statements below and then indicate whether they are TRUE or FALSE by keying in an 'X' below the word. If the statement is false, rewrite the statement so that it is TRUE.

1. A firewall is a computer program that works in the background while you are on the Internet to prevent other computer users from accessing your computer.

TRUE	FALSE	

2. A hyperlink separates the name of the person from the domain in an e-mail address.

TRUE	FALSE	

SECTION B [1 x 6 = 6]

State whether the statements below are **True** or **False**. Type only **True** or **False** in the appropriate answer column on the answer sheet.

1. In order to Insert text that is missing in a document, you must press the **Insert** key on the keyboard.
2. You can add your own words to the electronic dictionary.
3. Once you have saved a document, you can no longer use the spell checker.
4. If you want to select *Italics* on the Standard toolbar, you need to click on the Italic button.
5. You are unable to see the appearance of a bullet until you have made the appropriate change to the selected text.
6. An Excel Workbook may contain text, numbers and formulas.

VRAAG 6 (vervolg)
AFDELING C

[10 x 2 = 20]

Watter beskrywing in Kolom B pas by die naam/beskrywing/ikoon in Kolom A? Tik SLEGS DIE LETTER van jou verkose antwoord uit Kolom B in die toepaslike antwoordblokkie van die antwoordblad. Jy mag die HELP-funksie gebruik om die antwoorde te vind.

No.	KOLOM A	KOLOM B	
1.	Makro	A	'n Prentjie-knoppie waarop jy kliek om 'n program of funksie te aktiveer.
2.	Venster (<i>Window</i>)	B	Dit vertoon opskrifte vir al die opdragte wat beskikbaar is in die toepassingsprogram.
3.	Standaard-gereedskapstaaf (<i>Standard Toolbar</i>)	C	Dit verskaf 'n kortpadmetode vir die instel van tabelstoppe en vertoon watter tipe tabelstop ingestel word.
4.		D	'n Knoppie (<i>Button</i>) waarop jy kliek om die prentjie wat op die knoppie is, in te voeg.
5.	Die <i>Office Assistant</i> venster/skerm	E	'n Blokkie wat op jou skerm vertoon word. Dit kan 'n program en/of dokument en/of 'n dialoog-boks bevat.
6.	Menubalk (<i>Menu Bar</i>)	F	'n Klein program van instruksies wat sekere funksies in werking bring.
7.	Horisontale Liniaal (<i>Horizontal Ruler</i>)	G	Dit vertoon knoppies/ikone, wat jou kortpaaie bied tot sommige van die mees algemeen gebruikte funksies.
8.	Ikoon (<i>Icon</i>)	H	Ctrl + A
9.	Om verheldering van teks te verwyder.	I	Bevat die minimaliseer- of herstelknoppie aan die regterkant.
10.	Om die hele dokument te selekteer, moet jy hierdie sleutels druk.	J	Jy kan hier 'n spesifieke hulpversoek intik.
		K	Zoem in/Zoem uit sodat jy óf teks kan lees, óf die hele bladsy kan sien.
		L	Wys enige plek buite die geselekteerde area en kliek.

[30]
b.o.

QUESTION 6 (continued)

SECTION C

[10 x 2 = 20]

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

No.	COLUMN A	COLUMN B	
1.	Macro	A	A picture-button that you click on to activate a program or function.
2.	Window	B	This will display headings for all the commands that are available in the application program.
3.	Standard Toolbar	C	It provides a shortcut method for the setting of tabs and displays what type of tab will be set.
4.		D	A button you click on to insert the picture shown on the button.
5.	The Office Assistant window	E	A box which is displayed on your screen. It could contain a program and/or document and/or a dialog box.
6.	Menu Bar	F	A small program of instructions that brings certain functions into operation.
7.	Horizontal Ruler bar	G	It displays buttons, which give you shortcuts for some of the most frequently used functions.
8.	Icon	H	Ctrl + A
9.	To remove highlighting from text.	I	Contains the minimize/restore button at the right-hand edge.
10.	Press these keys to highlight the whole document.	J	You can enter a specific request for help here.
		K	Zoom in/Zoom out so that you can either read text or view the whole page.
		L	Point anywhere outside the highlighted area and click.

[30]

p.t.o.

VRAAG 7

REDIGEER: KOLOMME

Herroep die lêer benoem **VRAAG 7**. Bring die veranderinge aan soos in die instruksies hieronder aangedui. Stoor as **VRAAG 7A**. **[18 min]**

INSTRUKSIES

- ▣ Verander die opskrif na b/k.
- ▣ Onderstreep en kursief/*italics* die sin "Woorde wat jy sal gebruik ...".
- ▣ Verander ryhoogte van die woorde in die tabel. (Nie die opskrif nie).
- ▣ Voeg 'n prentjie in van 'n vis of enige ander dier en watermerk die prentjie: grootte ± 4 cm (hoogte) x 11.35 cm (lengte) (1.6" x 4.5").
- ▣ Die prentjie moet agter die teks van die tabel wees.
- ▣ Verander die 4 paragrawe in 2 koerantstyl-kolomme met 'n lyn tussen-in.
- ▣ Regsblok die paragrawe.
- ▣ Vind en vervang "rivier" met "water" in paragraaf 2 en 3.
- ▣ Sien ook addisionele instruksies op die volgende bladsy.

QUESTION 7**EDIT: COLUMNS**

Retrieve the file called **QUESTION 7**. Make the changes as indicated in the instructions in the document below. Save as **QUESTION 7A**. **[18 min]**

INSTRUCTIONS

- Change the heading to u/c.
- Underline and italic the sentence "Words that you will use ...".
- Change the text direction of the words in the table. (Not the heading).
- Insert a picture of a fish or any other animal as a watermark:
size $\pm$ 4 cm (height) x 11.35 cm (length) (1.6" x 4.5").
- The picture must be sent behind the text of the table.
- Change the 4 paragraphs to 2 newspaper-style columns with a line between.
- Right-align paragraphs.
- Find and replace "river" with "water" in paragraphs 2 and 3.
- See additional instructions on the next page.

VRAAG 7 (vervolg)

Die khwaiti rivier

Woorde wat jy sal gebruik as jy die Khwaiti Rivier besoek:

Pikkewyn
Omgewing
Sandbanke
Visvang
Riviere
Moerasse

Sentr, sorteer a-z
"small caps", 16 pt.
en r/a 1 1/2

D I E R E			
Seekoeie	Krokodil	Voëls	Vis

Die randgebiede van riviere en moerasse vorm 'n omgewing met 'n buitengewone oorvloed en verskeidenheid van diere en plante. Bo en behalwe die permanente inwoners, besoek menige ander landdier die gebied gedurende die droë water seisoen. Jy sal dit geniet!

9

→ Skuif na Voetskrif en sentreer.

Met hul gespesialiseerde snawels en jagvaardighede, leef tallose vis-etende voëls langs die waterkant. Amfibiese wesens maak ook dikwels hulle opwagting daar. Op koel, sonnige dae sluimer seekoeie en krokodille op klein sandstroke en in die hitte van die somer slaap hulle onder die sandbanke onder die rivier.

Dorstige reisigers sal kilometers loop om hul dors te les. Die meeste sal behoedsaam drink en dan weg beweeg, altyd bewus van roofdiere. Slegs die grotes sal bokspring en in die water speel. Of hulle speel of drink, visvang of jag, almal plons in die rivier.

Langs die Khwaiti Rivier steek die leeus ongeërg die vlak riviere oor, maar is meer huiwerig om in dieper water te swem. Alhoewel Afrika-pikkewyne meesters van die waterwêreld is, moet hulle soos alle voëlsoorte, op die land broei. Hulle is taai en waterbestand.

[20]

[240]

EINDE

QUESTION 7 (continued)

The khwaiti river

Words that you will use when visiting the Khwaiti River:

Penguin	}	Centre, sort a-z "small caps", 16 pt. and l/s 1 1/2
Environment		
Sandbanks		
Fishing		
Rivers		
Swamps		

A N I M A L S			
Hippos	Crocodile	Birds	Fish

The shorelines of rivers and swamps form an environment that hosts an extraordinary variety and abundance of creatures and plants. In addition to the permanent residents, multitudes of terrestrial creatures make daily visits to drink particularly water during the dry season. 9

You will enjoy it! → Move to footer and centre

With their specialist bills and varied hunting strategies, myriad fish-eating birds make their living along the river's edge. Amphibious creatures visit the littoral from the watery side. On cool, sunny days hippos and crocodiles slumber on small beaches, in the heat of summer they snooze on submerged sandbanks.

Thirsty travellers will march kilometres to slake their thirst. Most will drink cautiously and then move off, ever wary of predators. Only the very large will cavort and play in the river. Whether playing or drinking, fishing or hunting they all make a splash.

Along the Khwaiti River the lions are nonchalant about crossing shallow rivers, but are far more reluctant to swim the deeper stretches of water. Although African penguins are masters of the aquatic world, like all birds they must visit the land to breed. They are tough and waterproof.

[20]

[240]