



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

(GS)N820(E)(N11)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

INTRODUCTORY INFORMATION PROCESSING N4

(6050014)

**11 November 2016 (Y-Paper)
13:00–16:00**

**THE QUESTION PAPER WITH INSTRUCTIONS MUST BE HANDED TO
CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE
EXAMINATION.**

Candidates may use the ASCII code table, a computer ruler and dictionaries.

This question paper consists of 24 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INTRODUCTORY INFORMATION PROCESSING N4
TIME: 3 HOURS
MARKS: 300

PAPER	TIME	MARKS
TYPING TECHNIQUE: SECTION A	2 HOURS	200
WORD PROCESSING: SECTION B	1 HOUR	100
TOTAL	3 HOURS	300

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

HAND TO CANDIDATES 30 MINUTES BEFORE COMMENCEMENT OF EXAMINATION SESSION.

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTIONS. INVIGILATORS WILL EXPLAIN IF NECESSARY.

TYPING TECHNIQUE (SECTION A)

1. Candidates who are not ready and on time for the TIMED ACCURACY TEST (QUESTION 1), will only be allowed to enter the classroom after the expiration of the TEN MINUTES allowed for the timed accuracy test.
2. Candidates are allowed to read through the timed accuracy test 3 MINUTES before the commencement of the examination.
3. The timed accuracy test must be keyed in at the beginning of the examination.
4. After the expiration of the TEN MINUTES allowed for the timed accuracy test, all the tests must be collected and initialled after the last typed word on each page. Retain the tests until the examination has been completed whereafter it must be put in the candidate's EXAMINATION FOLDER in the presence of the candidate.

WORD PROCESSING (SECTION B)

1. Answer ALL the questions.
2. QUESTION 7A has already been keyed in by the lecturer and saved on the hard drive/network/disk (floppy/stiffy) as 7AQ.
3. Retrieve 7AQ and proofread for keying-in errors. Correct errors (if any) and save the corrections. Process according to the instructions given in QUESTION 7B.
4. Procedure for QUESTIONS 8A and 9A:

Key in, save and print.
5. Retrieve, copy and process according to the instructions in part B of each question. Print and hand in part A as well as part B.

PRINTING: QUESTION PAPER (SECTION A AND SECTION B)

1. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.
2. If a letterhead is provided and the printer(s) cannot accommodate the letterhead, you may use A4 paper. Hand in the printout on the A4 paper together with the letterhead so that the positioning of the text on the paper can be determined in accordance with the data on the letterhead.

GENERAL: QUESTION PAPER (SECTION A AND SECTION B)

1. You may use a computer ruler, dictionary, ASCII codes and the template.

No notes or any nonpermissible material may be hidden in or transcribed into these articles.
2. Use only **Courier New 12 pt** except if otherwise indicated in the question paper.
3. Work fast in order to complete the QUESTION PAPER in time.
4. Save your work at regular intervals to prevent loss of keyed-in data during a power failure. Only the duration of the power failure will be allowed additionally. NO extra time will be allowed for loss of work.
5. In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.

6. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER at each question. NO questions without EXAMINATION NUMBERS will be marked.
7. At the end of the examination session hand in the following:
 - 7.1 EXAMINATION FOLDER with printouts to be marked in the same order as the questions in the examination paper.
 - 7.2 Disk (floppy/stiffy) properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must immediately be deleted from the hard drive/network. Students' answers must be kept for at least SIX months.
 - 7.3 All other printouts. NO printouts may be taken out of the examination room or put into bins.
8. Any attempt to obtain information or to give information to another candidate is a violation of the examination rules and will be regarded in a serious light. If you are found guilty of such a violation steps will be taken against you.

**WAIT FOR THE INSTRUCTION FROM THE
INVIGILATOR BEFORE YOU TURN THE PAGE.**

TYPING TECHNIQUE

SECTION A

**DO NOT TURN THE PAGE BEFORE THE INVIGILATOR
INSTRUCTS YOU TO DO SO.**

		TIME	MARKS
QUESTION 1	TIMED ACCURACY TEST	10 minutes	20 marks
QUESTION 2	PARAGRAPHS	34 minutes	51 marks
QUESTION 3	BUSINESS LETTER	35 minutes	57 marks
QUESTION 4	COLUMNS	16 minutes	26 marks
QUESTION 5	ADVERTISEMENT	16 minutes	26 marks
QUESTION 6	AFRICAN LANGUAGE	12 minutes	20 marks
		120 minutes	200 marks

QUESTION 1

DOCUMENT:	TIMED ACCURACY TEST Key in ONCE ONLY	SPEED:	25 wpm (minimum requirement)
LETTER TYPE:	CN12	PAPER:	A4
LINE SPACING:	1.5 or 2	MARKS:	20
MARGINS:		TIME:	10 minutes
LEFT:	2.5 cm/1"		
RIGHT:	2.5 cm/1"		
JUSTIFICATION:	Left		
Key in the timed accuracy test ONCE ONLY. Print and save as QUEST1. Your test must be collected and signed by the invigilator at the beginning of the EXAMINATION. ALL pages need to be signed.			

Soil is cultivated to combat weeds, pests and diseases, to incorporate crop residues and chemicals and to create a favourable seedbed for seedling emergence and growth. Soil is sometimes cultivated to control wind erosion.

Mouldboard and disc ploughs are used to achieve one or more of the abovementioned objectives in conventional cultivation systems.

The soil is pulverised and inverted and crop residues are mixed with the soil in the plough layer through the ploughing action.

The soil surface is usually left with little, if any, residue. Secondary shallower tillage actions are often done with tine or disc implements to achieve one or more of the abovementioned objectives.

Conventional cultivation systems have however some important disadvantages. Due to the disturbance of the soil its quality deteriorates as reflected by the decline in the organic carbon

QUESTION 1 (CONTINUED)

content. The soil structure is also destroyed or deteriorates, the erosion susceptibility increases and the life cycle of some micro-organisms is disrupted. In many instances water runoff and the consequential erosion are enhanced by the soil cultivation.

Soil cultivation and its fuel and mechanisation requirements are a major portion of the costs associated with crop production.

On many soil texture classes conventional ploughing usually results in compaction in the subsoil which limits root growth. Sandier and wetter soils usually compact faster under plough and disc cultivation actions than drier and more clayey soils. In such cases, deeper and more costly

25 wpm

30 wpm

[20]

QUESTION 2

DOCUMENT:	Paragraphs	PAPER:	A4
LETTER TYPE:	CN12	JUSTIFICATION:	Left
LINE SPACING:	Single, except where otherwise indicated	HYPHENATION:	No
MARGINS:		MARKS:	51
LEFT:	3.75 cm/1.5"	TIME:	31 minutes
RIGHT:	2.5 cm/1"		

Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST2. Put the printout in your EXAMINATION FOLDER.

move

1. # *No-till* [Weed control is still one of the largest challenges in no-till systems. uc NP
 u/line

Weed Control In No-Till Systems caps, bold

2. # *Tips for successful weed control* uc

2.1 # *Timely control weed*

2.1.1 # *Herbicides* are applied onto leaves or to the soil. italics

2.2 # *Distribute crop residue uniformly over the soil.* field stet

2.2.1 # *This is necessary* for uniform herbicide application. sp

3. # *There are several problems #* associated with concentrated stubble rows. runs on trs

3.1 # *Labels of soil-active herbicides state that these herbicides must be applied on a fine and even seed the bed.* of

3.1.1 # *Foliar-active herbicides can also be intercepted by / residue without coming in / with emerging weeds.* / contact

Candidate: Replace [3.1.1] with any bullet and ONE letter space

[51]

QUESTION 3

DOCUMENT: Business letter	PAPER: Letterhead
LETTER TYPE: CN12	JUSTIFICATION: Left
LINE SPACING: Single, except where otherwise indicated	HYPHENATION: No
MARGINS: LEFT: 2.5 cm/1" RIGHT: 2.5 cm/1"	MARKS: 57
	TIME: 35 minutes

Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST3. Put the printout in your EXAMINATION FOLDER.

Candidate: ❶ Retrieve letterhead from stiffy/hard drive and leave TWO lines open after the letterhead.
 ❷ The letter must fit on ONE page.

Insert today's date in full

≠

X Insert

≠

Sir

≠

Conservation agriculture

uc, underline, centre

aim

≠

stet

The objective of conservation agriculture#

is to maximise soil quality and to minimise soil erosion and / impact on the enviroment.

runs on

sp

≠

1. Conservation agriculture [It consists of the application of certain crop production principles namely:

bold

NP

≠

QUESTION 3 (CONTINUED)

Candidate: Replace bullets with subparagraph numbers and TWO letter spaces.
Insert TWO lines between paragraphs.

- *minimum soil disturbance,*
- *crop rotation and*
- *the creation and maintenance of a semi- or permanent mulch of plant residue,*

move

- *controlled ^{trs} on traffic compact prone soils.*

In conservation agriculture a primary soil cultivation is not done any more and the only cultivation is the really planting action.

Yours faithfully
⊕
⊕
⊕
⊕

T van der Merwe [*Manager* uc]

✘ Receiver's information:
Mr TV Magobe 404 Ramotse Street
Jouberton caps Postal code 2572

Display correctly

[57]

QUESTION 4

DOCUMENT:	Columns	PAPER:	A4
LETTER TYPE:	CN12	JUSTIFICATION:	As indicated
LINE SPACING:	As indicated	TAB STOPS FROM THE MARGIN:	Left stops as indicated
MARGINS:		MARKS:	26
LEFT:	1.25 cm/0.5"	TIME:	16 minutes
RIGHT:	1.25 cm/0.5"		

Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST4. Put the printout in your EXAMINATION FOLDER.

Table 1 \neq u/line, centre

*#Calcitic limes, other limes ~~and~~ are dolomitic. σ

Lime recommendations (ton ha⁻¹) according to \wedge change in \wedge required
acid saturation

ΔSV (%)	1.75 cm/0.7" CEC (cmolc kg ⁻¹)	5.75 cm/2.3" Bührmansdrif* (Zeerust)	10.5 cm/4.2" Sappi* (Germiston)	13.75 cm/5.9" Britten + (Christiana)
10	1	0.5	0.2	0.5
	2	1.1	0.5	1.1
	3	1.7	0.7	1.7
20	1	1.2	0.2	0.5
	2	2.6	0.5	1.1
	3	4.0	0.7	1.7

\neq d/s

stet

\neq

Move

Candidate: Δ Symbol Wingdings 3, Character Code 114

[26]

QUESTION 5

DOCUMENT: Advertisement	PAPER: A4
LETTER TYPE: CN12	JUSTIFICATION: As indicated
LINE SPACING: As indicated	MARKS: 26
MARGINS:	TIME: 16 minutes
LEFT: 2.5 cm/1"	
RIGHT: 2.5 cm/1"	

Key in the document and take all the proofreading signs into consideration. Proofread, print and save as QUEST5. Put the printout in your EXAMINATION FOLDER.

Healthy seed marketing centre, caps, u/line

≠

Provides a full spectrum of farming needs#

and offers a wide seed range: runs on

≠

Indent [Maize] at 2 cm/0.8" from the left margin

Maize

Indent [Sunflowers] at 4 cm/1.6" from the left margin

Sunflowers

Indent [Vegetables] at 6 cm/2.4" from the left margin

Vegetables

Indent [Wheat] at 8 cm/3.2" from the left margin

Wheat

} d/s

≠
≠

bold, align left

E-mail: healthyseed@marketing.co.za

align right

bold

Cell 084 514 2265

≠
centre

≠

Payments:

uc, bold

≠

Tab stop on 3 cm/1.2"

Bank account: † Jas-grain crop and institute

Bank# -# Leeudoringstad

Branch code: † 02468

Account number: † 070 654 987

∅

[26]

QUESTION 6

DOCUMENT: African language	PAPER: A4
LETTER TYPE: CN12	JUSTIFICATION: Left
LINE SPACING: 2 (double)	MARKS: 20
MARGINS:	TIME: 12 minutes
LEFT: 2.5 cm/1"	
RIGHT: 2.5 cm/1"	
Key in the document. Proofread, print and save as QUEST6. Put the printout in your EXAMINATION FOLDER.	

UMYOLELO WEMBONGI

Ze uncede ungandilileli,
 Ze ulilel' iimin' ezizayo,
 Ndihambile, andisekho kweli;
 Sala dade, sala dudu, s'thandwa.

Namphakwana engathi ndinawo,
 Bubunyamandini balo mhlaba,
 Nabakhaphi ziinkumbulo zawo,
 Ezeyelisayo eJordane.

Ndiwelile kwelobom' ulwandle,

[20]

TOTAL SECTION: 200

WORD PROCESSING

SECTION B

WORK FAST AND ACCURATELY.

			TIME	MARKS
QUESTION 7:	PARAGRAPHS	A	Already keyed in	–
		B	22 minutes	37
QUESTION 8:	PARAGRAPHS	A	9 minutes	15
		B	12 minutes	20
QUESTION 9:	PARAGRAPHS	A	9 minutes	15
		B	8 minutes	13
			60 minutes	100

QUESTION 7A

DOCUMENT:	Paragraphs	PAPER:	A4
MARGINS:		TABULAR STOPS:	As required
LEFT:	2.5 cm/1"	HYPHENATION:	No
RIGHT:	2.5 cm/1"	LETTER SIZE:	CN12
LINE SPACING:	As indicated	MARKS:	0
JUSTIFICATION:	Justify		
TIME FOR KEYING IN:	0 minutes		

INSTRUCTIONS TO CANDIDATES: Following is the example of QUESTION 7A which has already been keyed in. Use the information to proofread the question on the screen. Make sure that you work on the already keyed-in QUESTION 7A.

LEAF ANALYSIS

1. POTASSIUM (K)
2. MAGNESIUM (Mg)

An analysis of leaves below and opposite the uppermost ears during flowering should show between 1.5% and 1.9% K. K deficiencies initially appear as yellow or necrotic leaf edges beginning at the lower leaves followed by a spreading to the upper leaves.

An analysis of the ground should record at least 40 mg kg¹. Mg deficiencies are usually associated with soil acidity and are therefore rectified by dolomitic lime applications.

Optimum extractable P according to Ambic 1 and Bray 1 in the top 150 mm soil for different clay+silt contents, aimed at achieving 90% of the yield target.

Calcium (Ca)

Ca deficiencies have thus far been not observed under field conditions.

QUESTION 7A (CONTINUED)

SULPHUR (S)

S deficiencies usually occur as a result of the prolonged use of fertilisers containing no S, e.g. clear solutions and high P concentrations.

MICRONUTRIENT ELEMENTS

ZINC (Zn)

Zn is applied the most because it is included in many fertiliser mixtures.

MOLYBDENUM (Mo)

Mo deficiencies seldom occur because seed is treated with Mo and seed producers increase the Mo content of the seed by leaf spraying with Mo.

BORON (B)

B is subjected to rainfall conditions, but can accumulate to toxic levels in

soils under semi-acid conditions.

MANGANESE (Mn) Most soils contain sufficient Mn, but Mn is unavailable under the first alkaline conditions or when there are high levels of organic matter in the soil.

COPPER (Cu)

Soil threshold values of extractions were reported for grain crops.

NO MARKS ARE ALLOCATED FOR THIS QUESTION.

QUESTION 7B – PROCESSING

TIME FOR PROCESSING: 22 minutes

MARKS: 37

1. Retrieve the document saved as 7AQ and immediately change the document name to 7BQ. Process according to the instructions.
2. Insert your EXAMINATION NUMBER left and QUESTION 7B right as a header.
3. Do all processing as indicated in the text.
4. Proofread, print and save the document as 7BQ.
5. Put the printouts in your EXAMINATION FOLDER.

Candidate: * Margins: Left-hand margin: 3.75 cm/1.5"
 Right-hand margin: 2.5 cm/1"
 * Hyphenation: Yes
 * Justification: Left
 * Number pages bottom, centre

LEAF ANALYSIS

bold, centre

1. POTASSIUM (K)

2. MAGNESIUM (Mg)

An analysis of leaves below and opposite the uppermost ears during flowering should show between 1.5% and 1.9% K. K deficiencies initially appear as yellow or necrotic leaf edges beginning at the lower leaves followed by a spreading to the upper leaves.

s/s

Move

An analsis of the topsoil ground should record at least 40 mg kg¹. Mg deficiencies are usually associated with soil acidity and are therefore rectified by dolomitic lime applications.

QUESTION 7B (CONTINUED)

Optimum extractable P according to Ambic 1 and Bray 1 in the top 150 mm soil for different clay+silt contents, aimed at achieving 90% of the yield target.

	⊕			
		7.62 cm/3"	10.6 cm/4"	
<i>Clay+silt</i>		<i>Ambic 1</i>	<i>Bray 1</i>	
%		<i>Mg kg</i>	<i>Mg kg</i>	
		⊕	⊕	
16		20.4	25.6	} Insert
20		25.5	30.7	
			⊕	

Use Arabic numbers with TWO letter spaces to number the headings [CALCIUM (Ca)] and [SULPHUR (S)], starting with [3.⊕] and indenting the paragraphs.

CALCIUM (Ca)

Ca deficiencies have thus far trs been not observed under field conditions.

Insert page break

Centre page 1 vertically

SULPHUR (S)

S deficiencies usually occur as a result of the prolonged use of fertilisers containing no S, e.g. clear solutions and high P concentrations.

MICRONUTRIENT ELEMENTS

align right

ZINC (Zn)

Zn is \wedge applied the most because it is included in many fertiliser mixtures.

\wedge the micronutrient that is

MOLYBDENUM (Mo)

Mo deficiencies seldom occur because seed is treated with Mo and seed producers increase the Mo content of the seed by leaf spraying with Mo.

}

d/s

QUESTION 7B (CONTINUED)

BORON (B)

B is subjected to λ rainfall conditions, but can λ leaching under high
accumulate to toxic levels in# λ soils under semi-acid conditions. λ runs on

Candidate: Change the left- and right-hand margin of paragraph [MANGANESE ... soil.] to 5.08 cm/2" and justify.

MANGANESE (Mn) [Most soils contain sufficient Mn, but Mn is λ unavailable under the first alkaline conditions or when there are high levels of organic matter in the soil. λ NP

COPPER (Cu)

Soil threshold values of λ extractions λ 4 mg Cu kg⁻¹ for HNO₃ were reported for grain crops.

Change the word [seed] throughout the document to italics and 14 pt.

[37]

QUESTION 8A

DOCUMENT:	Paragraphs	PAPER:	A4
MARGINS:		HYPHENATION:	No
LEFT:	1.25 cm/0.5"	LETTER SIZE:	CN12
RIGHT:	1.25 cm/0.5"	MARKS:	15
LINE SPACING:	As indicated	TIME FOR KEYING IN:	9 minutes
JUSTIFICATION:	Left		

Key in the document and take all the proofreading signs into consideration. Proofread, print and save the document as 8AQ. Put the printout in your EXAMINATION FOLDER.

Insert your EXAMINATION NUMBER left and QUESTION 8A right as a header.

All underlined headings must be in upper case.

Mealie bread

≠

centre

- 1 x 410 g tin sweet corn
- 2 eggs well beaten
- 5 ml salt
- 60 g butter
- 60 ml warm milk
- 350 g selfraising flour

of

d/s

ł symbol
 Insert, Symbol, More Symbols
 Character code: 2113
 Insert

Method

≠

align right

Put all ingredients in a bowl large and stir.

trs

Brush

Bake at until lightly brown for about 45 minutes.

Allow bread to cool before slicing and serving.

} s/s

bold

(15)

QUESTION 8B – PROCESSING

TIME FOR PROCESSING: 12 minutes

MARKS: 20

1. Retrieve the document saved as 8AQ and immediately change the document name to 8BQ. Process according to the instructions.
2. Change QUESTION 8A in the header to QUESTION 8B.
3. Do all processing as indicated in the text.
4. Proofread, print and save the document as 8BQ.
5. Put the printouts in your EXAMINATION FOLDER.

Candidate: Change left- and right-hand margin to 2.5 cm/1".
 Insert a left tab stop on 8 cm/3.2" from the margin.

MEALIE BREAD bold, u/line

Ingredients uc

1 x 410 g tin sweet corn Move to the same line as [1 x ... corn]

2 eggs beaten Move to the same line as [5 ... salt]

5 ml salt Move to the same line as [60 ... milk] delete

60 g butter

60 ml warm milk

350 g selfraising flour

sp caps, centre METHOD

Number the following paragraphs with Arabic figures and TWO letter spaces and indent paragraphs.

Put all ingredients in a large bowl and stir. bold

Brush *bread tin with butter and pour in the dough.*

Bake at 180°C until **lightly** brown for about 45 minutes.

Allow bread to cool before slicing and serving.

° symbol
 Insert, Symbol, More Symbols
 Character code: 00B0, Insert

(20)
[35]

QUESTION 9A

DOCUMENT: Paragraphs	PAPER: A4
MARGINS: LEFT: 3.75 cm/1.5" RIGHT: 2.5 cm/1"	TABULAR STOPS: As required
LINE SPACING: As indicated	HYPHENATION: No
JUSTIFICATION: Left	LETTER SIZE: CN12
TIME FOR KEYING IN: 9 minutes	MARKS: 15

Key in the document and take all the proofreading signs into consideration. Proofread, print and save the document as 9AQ. Put the printout in your EXAMINATION FOLDER.

Insert your EXAMINATION NUMBER left and QUESTION 9A right as a header.

Ukufunda nengane yakho ¶

uc, bold

Funda futhi! Uma izingane zakho zikucela ukuthi uphinde ufunde indaba ... uyiphinda-phinde, kwenze lokho!

caps

¶

Ho bala mmoho le bana ¶

uc, u/line

E bale hape! Haeba bana ba hao ba o kopa hore o bale pale hape ... o be o e phete hape le hape, etsa jwalo!

caps

(15)

QUESTION 9B – PROCESSING

TIME FOR PROCESSING: 8 minutes

MARKS: 13

1. Retrieve the document saved as 9AQ and immediately change the document name to 9BQ. Process according to the instructions.
2. Change QUESTION 9A in the header to QUESTION 9B.
3. Do all processing as indicated in the text.
4. Proofread, print and save the document as 9BQ.
5. Put the printouts in your EXAMINATION FOLDER.

Candidate:

Change left-hand margin to 2.5 cm/1".
Number pages bottom, centre.

UKUFUNDA NENGANE YAKHO

remove bold

Funda futhi! [Uma IZINGANE zakho zikucela ukuthi uphinde
ufunde indaba ... uyiphinda-phinde, kwenze lokho!

NP

HO BALA MMOHO LE BANA

lc

E bale hape! [Haeba BANA ba hao ba o kopa hore o bale pale
hape ... o be o e phete hape le hape, etsa jwalo!

NP

Candidate:

Insert a page break.
Copy page one to page two.

QUESTION 9B (CONTINUED)

UKUFUNDA NENGANE YAKHO

Change [UKUFUNDA ... YAKHO] left- and right-hand margin to 7.5 cm/3".

Funda futhi!

Uma IZINGANE zakho zikucela ukuthi uphinde ufunde indaba ...
uyiphinda-phinde, kwenze lokho!

Change [Funda ... lokho!] to right-align. Change left- and right-hand margin to
4 cm/1.6".

Ho bala mmoho le bana

Change [Ho ... bana] left- and right-hand margin to 8 cm/3.2".

E bale hape!

Haeba BANA ba hao ba o kopa hore o bale pale hape ... o be o e
phete hape le hape, etsa jwalo!

Change [E bale ... jwalo!] to centre. Change left- and right-hand margin to 2.5 cm/1".

(13)

[28]**TOTAL SECTION B: 100****GRAND TOTAL: 300**