



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**(GS)N210(E)(M20)H
JUNE EXAMINATION**

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

(6030204)

**20 May 2016 (X-Paper)
09:00–12:00**

INSTRUCTIONS TO LECTURERS

**THESE INSTRUCTIONS MUST BE HANDED TO THE
LECTURER THREE WEEKS BEFORE THE
COMMENCEMENT OF THE EXAMINATION.**

This document consists of 3 pages.

INSTRUCTIONS TO THE COMPUTER LECTURER

This material is to be used by the lecturer only – no copy of this document may be handed to candidates.

SECTION A: OPERATING SYSTEM

Create the following files/folders on the candidates' disks (there must be no data in the files). If the computer does not have an A-drive, create a folder with the name COMPUTER PRACTICE N4 on the hard drive and copy the files/folders to this folder.

QUESTION 3

1. Create an Excel file GARDENING and save it on the diskette/hard drive COMPUTER PRACTICE N4 folder.
2. Create a folder GARDENING2 and save it on the diskette/hard drive COMPUTER PRACTICE N4 folder.

SECTION B: WORD PROCESSING

QUESTION 5 of the word processing part of the paper is hereby included for keying in.

Key in the following document and copy it to the candidates' diskettes/hard drive according to the instructions below:

QUESTION 5

1. Use Courier New 12 pt.
2. Alignment must be left.
3. Use margins of 1"/2.54 cm.
4. Save the document as SPRING TREATMENT.

Give your lawn a spring treatment.

This is your guide to turn that wintery patch of dry grass you call a lawn into a thick, green carpet – soft, lush and ready for a summer-living!

A lawn consist of thousands of little baby plants growing in close proximity and just like babies they are always thirsty, hungry and demanding of special attention.

Note: This treatment is not recommended for tuft-forming grasses. It should only be applied to runner-type lawns like kikuyu.

This is how you do it:

1. Take your lawnmower and weed-eater to a reputable agent for a proper service.
3. Mow the lawn quite short to scarify. (Note the exceptions as mentioned above.)
2. Use a sharp-toothed steel rake and rake the whole lawn vigorously across and down to remove the old dead mat.
4. Take a hollow tine or ordinary garden fork and drive it into the turf every 20–30 cm, working the prongs down as far as they can go and wriggling it about.
6. Your next step is to feed the lawn and there are many products, both chemical and organic, to choose from.
5. Water immediately and thoroughly after feeding.

An organic top dressing is a quick way to smooth out lawn and encourage new growth. Always use a quality product from a reputable supplier. It will contain organic materials that will improve drainage as well as water holding capacity. Apply a not thicker than 3 cm layer to a fairly dried-off lawn. Level it out by means of a flat board tied to the end of your rake. Start watering again as soon as the blades start showing.

Top tips for spring in a nutshell

Remove any weeds. Always use compost when planting. Apply snail bait. Feed all shrubs. Increase the rate of watering. Start pruning evergreens regularly.