



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 ASCI 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

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: LEFT: RIGHT:	2.5 cm/1" 2.5 cm/1"	TIME:	10 minutes	
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 Copyright reserved Please

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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

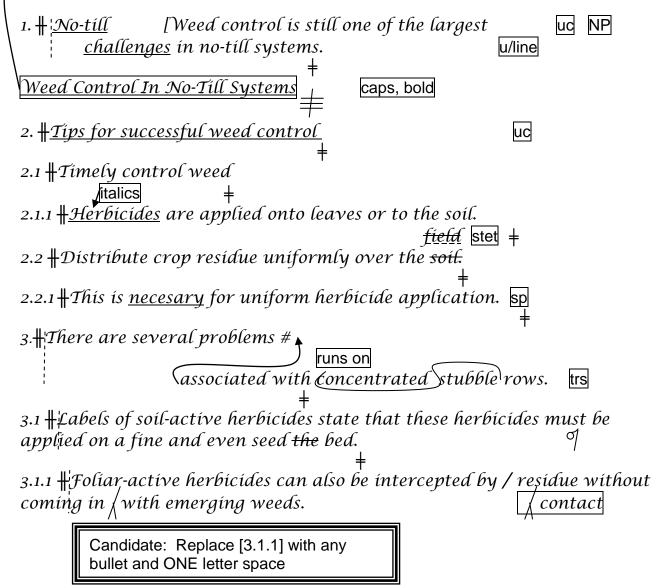
[20]

- 7 -

DOCUMENT:	Paragraphs	PAPER:	A4
LETTER TYPE:	CN12	JUSTIFICATION:	Left
LINE SPACING:	Single, except where otherwise indicated	HYPHENATION:	No
		MARKS:	51
MARGINS:			
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



DOCUMENT:	Business letter	PAPER:	Letterhead
LETTER TYPE:	CN12	JUSTIFICATION:	Left
	Single, except where otherwise indicated	HYPHENATION:	No
SPACING:	Indicated	MARKS:	57
MARGINS:		TIME:	35 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 QUEST3. Put the printout in your EXAMINATION FOLDER.			

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

Insert today's date in full
+
X Insert
+
Sir \downarrow
$\frac{Conservation agriculture}{aim} = \frac{uc, underline, centre}{stet}$
The objective of conservation agriculture#
(is to maximise soil quality and to minimise soil erosion)
and / impact on the <u>enviroment</u> . $p = \frac{p}{r}$
1. $\frac{1}{2}$ <i>Conservation agriculture</i> [It consists of the application bold NP]
of certain crop production principles namely: +

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 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. \neg

Yours faithfully \downarrow

Tvan der Merwe [<u>Manager</u> uc

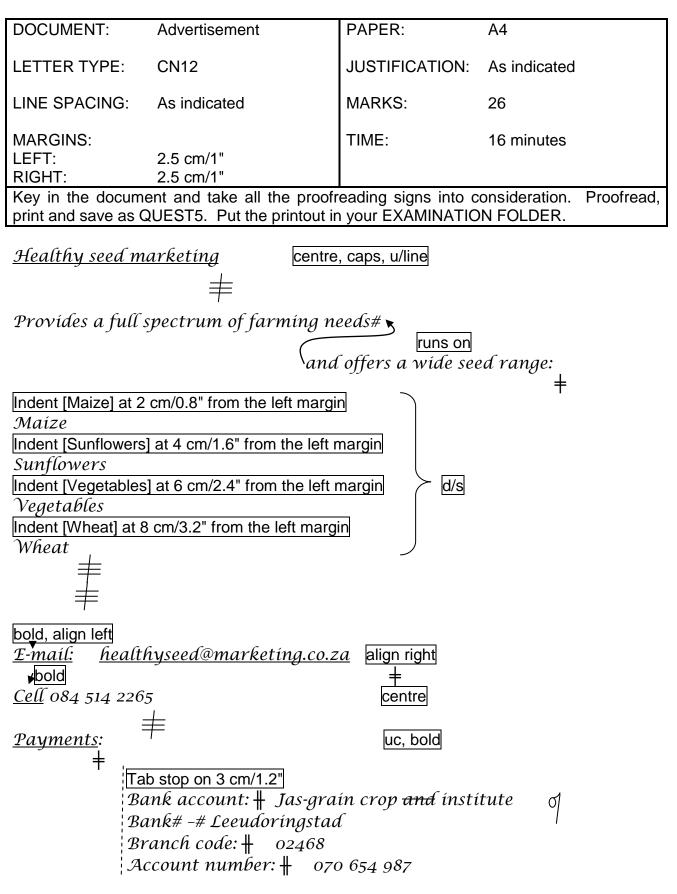
X Receiver's information: Mr TV Magobe 404 Ramotse Street Jouberton caps Postal code 2572

Display correctly

[57]

	DOCUM	ENT:	Columns	PAPER	:	A4	
	LETTER TYPE: CN12		JUSTIF	ICATION:	As indicated		
	_	INE SPACING: As indicated		TAB ST MARGI	OPS FROM THE	Left stops as indicated	3
	MARGIN LEFT: RIGHT:	IS:	1.25 cm/0.5" 1.25 cm/0.5"	MARKS	MARKS:		
				TIME:		16 minutes	
			nt and take all the pro JEST4. Put the printo				fread,
	print and	save as Qu		ut in your		LDLN.	
	<u>Table 1</u> =	u/line, c	centre				
	*#Calcít	tíc límes, c	other límes and are	dolomí	tíc. O		
	líme re	commend	atíons (ton ha') acc	ordina t	to change in	/ requíred	
	acíd sat	curation		or all g l		Arequirea	
		: +	1				
		1.75 cm/0			10.5 cm/4.2"	13.75 cm/5	5.9"
1	$\triangle SV$	CEC	Bührmans	lrif*	Sappí*	Britten +	``
	(%) bold	(cmolc ke	g ^ı) (Zeerust)		(Germíston)	(Christian	ia) ⊥
	bold	1	0.5		0.2	0.5	Ŧ
		1					
		2	1.1		0.5	1.1	
	bold	3	1.7		0.7	1.7	d/s
	bold 20	1	1.2		0.2	0.5	
		2	2.6		0.5	1.1	
	<	3	4.0		0.7	<u>1.9</u> <u>stet</u> ⊥	
	Move					+	
	Candidat	o: A Cumh	ol Wingdings 2 Chara	otor Codo	111		
	Candidate: $ riangle$ Symbol Wingdings 3, Character Code 114						

[26]



DOCUMENT:	African language	PAPER:	A4
LETTER TYPE:	CN12	JUSTIFICATION:	Left
LINE SPACING:	2 (double)	MARKS:	20
MARGINS: LEFT: RIGHT:	2.5 cm/1" 2.5 cm/1"	TIME:	12 minutes
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	Α	Already keyed in	-
		В	22 minutes	37
QUESTION 8:	PARAGRAPHS	Α	9 minutes	15
		В	12 minutes	20
QUESTION 9:	PARAGRAPHS	Α	9 minutes	15
		В	8 minutes	13
			60 minutes	100

QUESTION 7A

DOCUMENT:	Paragraphs	PAPER:	A4
MARGINS:	0.5	TABULAR STOPS:	As required
LEFT: RIGHT:	2.5 cm/1" 2.5 cm/1"	HYPHENATION:	No
LINE SPACING:	As indicated	LETTER SIZE:	CN12
JUSTIFICATION:	Justify	MARKS:	0
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 analesis 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.

MARKS: 37

QUESTION 7B – PROCESSING

TIME FOR PROCESSING: 22 minutes

- 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.
- Proofread, print and save the document as 7BQ. 4.
- 5. Put the printouts in your EXAMINATION FOLDER.

Margins:	Left-hand margin: 3.75 cm/1.5"
	Right-hand margin: 2.5 cm/1"
# Hyphenati	on: Yes
✤ Justification	on: Left
* Number p	ages bottom, centre
	✤ Hyphenati✤ Justification

LEAF ANALYSIS

1.

 $\left[2\right]$

bold, centre

POTASSIUM (K)

2.	MAGNESIUM (Mg)	
	u/line	
	An analysis of leaves <u>below and opposite</u> the uppermost ears	
	during flowering should show between 1.5% and 1.9% K. K	
	deficiencies initially appear as yellow or necrotic	>s/s
	leaf edges beginning at the lower leaves followed by a	
	spreading to the upper leaves. +	
Mov		
丰	<u>topsoil</u> <u>stet</u>	
	An <u>analesis</u> of the ground should record at least sp	
	40 mg kg ¹ . Mg deficiencies are usually associated with \mathbf{uc}	
	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"
Clay+sílt	Ambíc 1	Bray 1
%	Mg kg	Mg kg
		+ Cinsert
16	20.4	25.6
20	20.4	30.7
		+ <i>→</i>

Use Arabic numbers with TWO letter spaces to number the headings [CALCIUM (Ca)] and [SULPHUR (S)], starting with $[3, \frac{1}{2}]$ and indenting the paragraphs.

CALCIUM (Ca)

Ca deficiencies have thus far 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

ZINC (Zn)

Zn is \bigwedge 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.



 \downarrow the micronutrient that is

d/s

align right

QUESTION 7B (CONTINUED)

BORON (B)

B is subjected to \bigwedge rainfall conditions, but can \bigwedge leaching under high accumulate to toxic levels in#

soils under semi-acid conditions.

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 unavailable under the first alkaline conditions or when there are high levels of organic matter in the soil.

COPPER (Cu)

Soil threshold values of kertractionswere reported for grain crops.

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

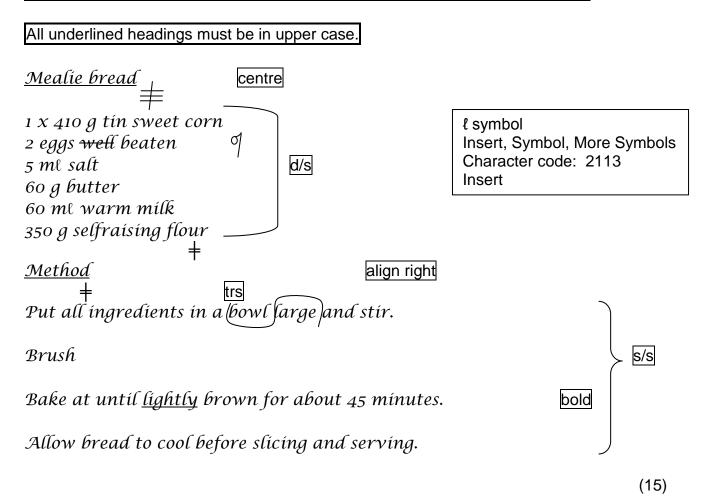
[37]

4 mg Cu kg¹ for HNO

QUESTION 8A

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



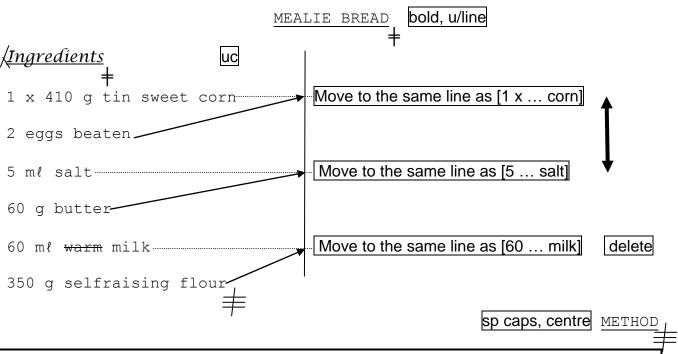
MARKS: 20

QUESTION 8B – PROCESSING

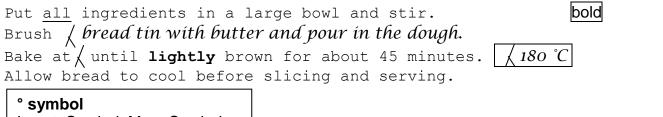
TIME FOR PROCESSING: 12 minutes

- 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.



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



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

(20)

[35]

QUESTION 9A

DOCUMENT:	Paragraphs	PAPER:	A4		
MARGINS:		TABULAR STOPS:	As required		
LEFT:	3.75 cm/1.5"				
RIGHT:	2.5 cm/1"	HYPHENATION:	No		
LINE SPACING:	As indicated	LETTER SIZE:	CN12		
JUSTIFICATION:	Left	MARKS:	15		
TIME FOR					
KEYING IN:	9 minutes				
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 EXAMIN	ATION NUMBER left and G	UESTION 9A right a	is a header.		
		Ŭ			
Ukufunda nengan	ne yakho.	uc, bold			
	I				
Funda futhi! Uma izingane zakho zikucela ukuthi uphinde caps					
ufunde indaba uyiphinda-phinde, kwenze lokho!					
		+			
Ho bala mmoho 1		uc, u/line			
					
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	o e ph ete hape le hap		- <u> </u>		
			(15)		
			(13)		

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QUESTION 9B – PROCESSING

TIME FOR PROCESSING: 8 minutes

- 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 NP ufunde indaba ... uyiphinda-phinde, kwenze lokho!

lc

HO BALA MMOHO LE BANA

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

Candidate:

Insert a page break. Copy page one to page two. MARKS: 13

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