



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN6690(E)(N16)H

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

**16 November 2017 (X-Paper)
09:00–12:00**

This question paper consists of 31 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N6
TIME: 3 HOURS
MARKS: 300

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

**30 MINUTES ARE ALLOWED TO READ THE
INSTRUCTIONS**

	TIME	MARKS
TYPING TECHNIQUE: SECTION A	2 hours	200
WORD PROCESSING: SECTION B	1 hour	100
TOTAL	3 hours	300

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE
PAPER. 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 examination venue after the expiration of the TEN MINUTES allowed for the timed accuracy test.
2. Candidates are allowed to read through the 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, your test will be collected and signed by the invigilator. It will be retained until the completion of the examination session whereafter, in your presence, it will be put in your EXAMINATION FOLDER.
5. Answer ALL the questions.
6. Procedure for QUESTIONS 2, 3, 4, 5 and 6: Key in, save and print.
7. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.

WORD PROCESSING: SECTION B

1. Answer ALL the questions.
2. Procedure for QUESTIONS 7A, 8A AND 9A: Key in, save and print.
3. 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.
4. Each answer must be printed on a SEPARATE A4 paper. Use only ONE side of the paper.
5. If a LETTERHEAD is provided and the printer(s) cannot accommodate it you may use A4 paper. Hand in the PRINTOUT on 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

1. You may use a computer ruler, dictionary, ASCII codes and the template.
2. NO notes or any nonpermissible material may be hidden in or transcribed into these articles.

3. Use only COURIER NEW 12 pt except if otherwise indicated in the question paper.
4. Work fast in order to complete the question paper in time.
5. 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.
6. 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.
7. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO questions without EXAMINATION NUMBERS will be marked.
8. At the end of the examination session, hand in the following:
 - 8.1 EXAMINATION FOLDER with PRINTOUTS to be marked in the same order as the questions in the question paper.
 - 8.2 The compact disk/memory stick on which your work was saved, 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 be deleted immediately from the hard drive/network. Candidates' answers must be kept for at least 6 MONTHS.
 - 8.3 ALL other PRINTOUTS. NO PRINTOUTS may be taken out of the examination room or put into bins.
9. 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
QUESTION 2: TABULAR STATEMENT	25 minutes	40
QUESTION 3: FLOWCHART	25 minutes	40
QUESTION 4: FINANCIAL STATEMENT	25 minutes	40
QUESTION 5: PAMPHLET	25 minutes	40
QUESTION 6: AFRICAN LANGUAGE	10 minutes	20
TOTAL	120 minutes	200

QUESTION 1: TIMED ACCURACY TEST**TIME: 10 minutes****MARKS: 20**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: 1.5 (1½) or 2 SPEED: 50 wpm (minimum requirement)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 pt (CN12)
<ol style="list-style-type: none">1. The timed accuracy test below must be keyed in ONCE only.2. The passage allows for speeds of 50 and 55 words per minute.3. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header.4. Save and print the document as Q1.5. Your test must be collected and signed by the invigilator at the BEGINNING of the EXAMINATION. ALL pages need to be signed.	

The Olympic Games which originated in ancient Greece as many as 3 000 years ago were revived in the late 19th century and has become the world's prominent sporting competition. From the 8th century BC to the 4th century AD the Games were held every four years in Olympia, located in the western Peloponnese peninsula in honour of the god Zeus. The first modern Olympics took place in 1896 in Athens and featured 280 participants from 13 nations competing in 43 events. Since 1994 the Summer and Winter Olympic Games have been held separately and have alternated every two years.

The first written records of the ancient Olympic Games date to 776 BC when a cook named Coroebus won the only event - a 192-metre footrace called the stade (the origin of the modern stadium) - to become the first Olympic champion. However, it is believed that the Games had been going on for many years. Legend has it that Heracles (the Roman Hercules), son of Zeus and the mortal woman Alcmene

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

founded the Games which by the end of the 6th century BC had become the most famous of all Greek sporting festivals. The ancient Olympics were held every four years between 6 August and 19 September during a religious festival honoring Zeus. The Games were named for their location at Olympia, a sacred site located near the western coast of the Peloponnese peninsula in southern Greece. Their influence was so great that ancient historians began to measure time by the four-year increments in between Olympic Games, which were known as Olympiads.

The 1896 Games featured the first Olympic marathon, which followed the 25-mile route run by the Greek soldier who brought news of a victory over the Persians from Marathon to Athens in 490 BC. Greece's Spyridon Louis won the first gold medal in the event. In 1924 the distance was standardised to 26 miles and 385 yards.

After 13 Olympiads two more races joined the stade as Olympic events: the diaulos (roughly equal to today's 400-metre race) and the dolichos (a longer distance race, possibly comparable to the 1 500-metre or 5 000-metre event). The pentathlon (consisting of five events: a foot race, long jump, discus, javelin and a wrestling match) was introduced in 708 BC, boxing in 688 BC and chariot racing in 680 BC. In 648 BC pankration, a combination of

QUESTION 1: TIMED ACCURACY TEST (CONTINUED)

boxing and wrestling with virtually no rules, debuted as an Olympic event. Participation in the ancient Olympic Games was initially limited to freeborn male citizens of Greece; there were no women's events and married women were prohibited from attending the competition.

→ 50 wpm

After the Roman Empire conquered Greece in the mid-2nd century BC,

→ 55 wpm

[20]

QUESTION 2: TABULAR STATEMENT**TIME: 25 minutes****MARKS: 40**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5"	PAPER: A4 landscape FONT: Courier New 8 pt (CN8)
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header. 2. Take ALL proofreading signs into consideration. 3. Insert a TABLE. 4. Proofread, save and print the document as Q2. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Results of the Olympic Games at Rio de Janeiro¹ in 2016 uc, bold, double u/line

‡

→ Move

candidate: Centre column headings, columns 2, 6 and 10 horizontally and vertically ‡ runs on

Item uc, bold	Medal table sp caps, bold					
	Gold ← uc, bold, italics →			Silver		
	R ²	Coun- Itry	Name	Time	R ²	Coun- Itry
Men's 100 m	1	JAM	Usain Bolt	9.81	2	US
Women's 100 m		JAM	Elaine Thompson	10.71		US
Men's 200 m		JAM	Usain Bolt	19.78		CAN
Women's 200 m		JAM	Elaine Thompson	21.78		NED
Men's 400 m		SA	Wayde van Niekerk	43.03 ³		GRN
Women's 400 m		BAH	Shaunae Miller	49.44		US
Men's 800 m		KEN	David Rudisha	1:42.15		ALG
Women's 800 m		SA	Caster Semenya	1:55.28		BDI
Men's 110 m hurdles		JAM	Omar Mcleod	13.05		SPA
Women's 100 m hurdles		US	Brianna Rollins	12.48		US

‡

The Athletic competition was held from 12 August Friday

→ bold
shade column

lc trs runs on

→ bold
shade column

to Sunday 21 Aug at / A Stadium, Sambódromo in full A Olympic
and Pontal with / road events held on / streets of Rio de Janeiro. The competition
consists of forty seven medal events. in figures

Region

1 ~~Population~~: 6,453,682 estimated in 2014 stet [Official language:

Portugees sp [Currency: Reaal/Reais (plural)

‡

2 Rank

‡

3 World record

QUESTION 2: TABULAR STATEMENT (CONTINUED)

runs on

		<u>Bronze</u> uc, bold, italics			
<u>Name</u> ← italics →	<u>Time</u>	<u>R²</u>	<u>Coun-try</u>	<u>Name</u>	<u>Time</u>
Justin Gatlin	9.89	3	CAN	Andre de Grasse	9.91
Tori Bowie	10.83		JAM	Shelly-Ann Fraser-Pryce	10.86
Andre de Grasse	20.02		FRA	Christophe Lemaitre	20.12
Dafne Schippers	21.88		US	Tori Andrew Bowie del	22.21
Kirani James	43.76		US	Lashawn Merritt	43.85
Allyson Felix	49.51		JAM	Shericka Jackson	49.85
Taoufik Makhloufi	1:42.61		US	Clayton Murphy	1:42.93
Francine Niyonsaba	1:56.49		KEN	Margaret Nyairera Wambui	1:56.89
Orlando Ortega	13.17		FRA	Dimitri Bascou	13.24
Nia Ali	12.59		US	Kristi Castlin	12.61

→ bold
shade column

[40]

QUESTION 3: FLOW CHART**TIME: 25 minutes****MARKS: 40**

MARGINS: 2.54 cm (1") LINE SPACING: Single (1) (Except where indicated otherwise) PAPER: A4 portrait	HYPHENATION: Yes JUSTIFICATION: Left FONT: Courier New 12 pt (CN12) (Except flow chart)
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Create a FLOW CHART. 5. Proofread, save and print the document as Q3. 6. Put the PRINTOUT in your EXAMINATION FOLDER.	

International Olympic Committee centre, sp caps, bold

‡

Candidate: Create TWO columns.

Mission and role uc, bold, double u/line

‡

The stated mission of / International Olympic Committee (IOC) is to promote Olympism throughout / world and to lead / Olympic Movement.

‡

Candidate: Paragraphs must be arranged in numerical order. Replace numbers with any bullet and indent.

3. To cooperate with the **A** public or private organisations and **A** competent authorities in / endeavour to place sport at / service of humanity and thereby to promote peace; [1. To encourage and support the organisation, NP development and coordination of sport and sports competitions; [5. To NP

~~men~~

encourage and support the promotion of ~~women~~ in sport at all levels stet

with a view to implement the principle of equality of men and

women. [2. To ensure the celebration regular of the Olympic NP trs

Games; [4. To act against any form of discrimination affecting NP sp the Olympic Movement; and

Candidate: Insert a column break after paragraph 5.

QUESTION 3: FLOW CHART (CONTINUED)

The IOC session uc, bold, double u/line

‡

It is / general meeting of the members of the IOC held once a year in which each member has one vote. uc runs on

It is the IOC's supreme organ and its decisions are final.

‡

Powers of the session are u/line

‡

Candidate: Insert any bullet and indent.

→ Move

‡

• to elect / members of the IOC, the honorary president & the honorary in full members;

‡

• to elect the president, vice-presidents and all other members of the IOC executive board; and

‡

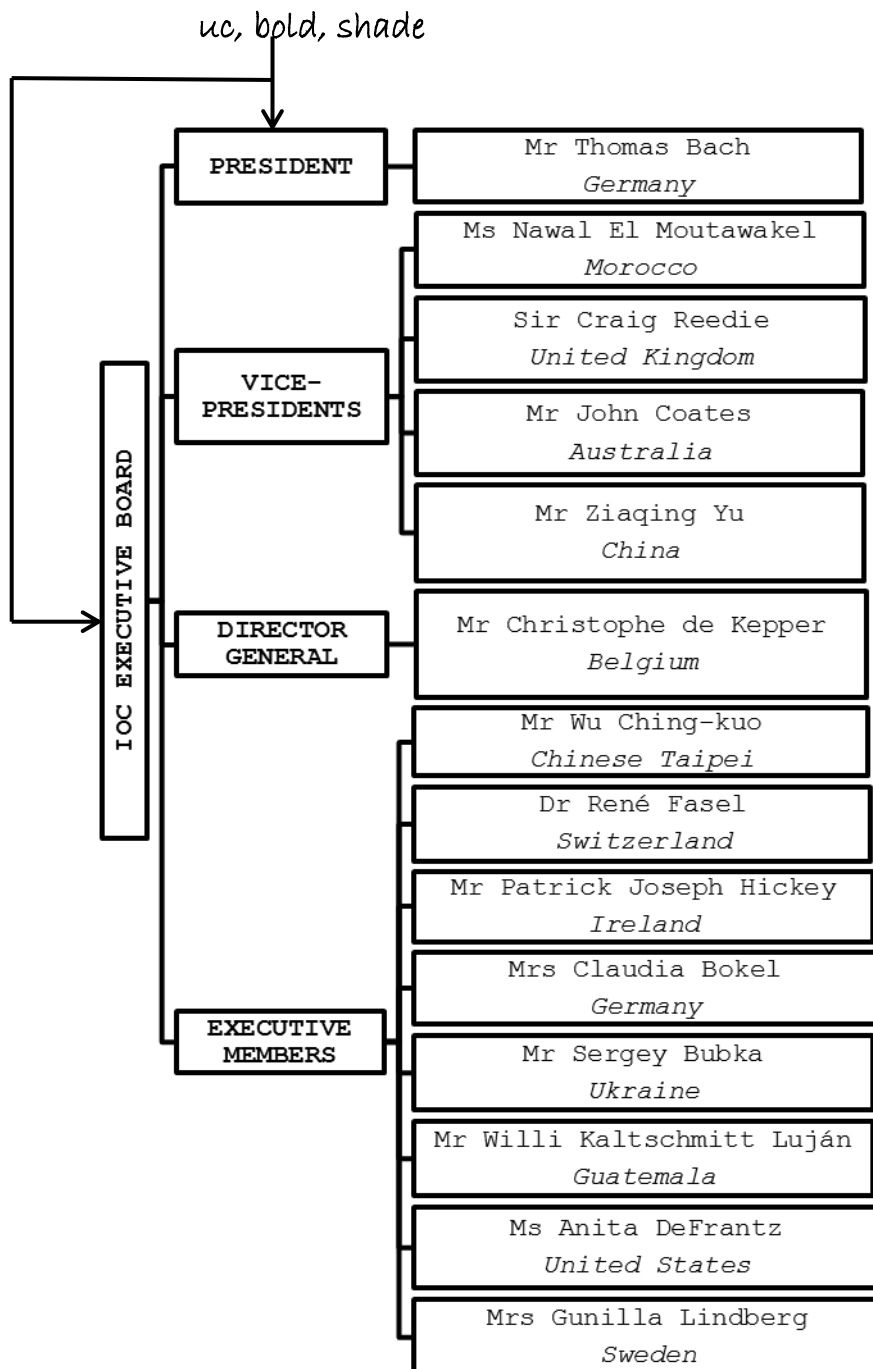
• to elect the host city of the Olympic Games.

• to adopt ~~elect~~ or amend the Olympic Charter; del

Candidate: Insert a page break.

QUESTION 3: FLOW CHART (CONTINUED)

Candidate: All countries must be *italics*.

**[40]**

QUESTION 4: FINANCIAL STATEMENT**TIME: 25 minutes****MARKS: 40**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 landscape (1 page) JUSTIFICATION: Left FONT: Courier New 8 pt (CN8)
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header. 2. Take ALL proofreading signs into consideration. 3. Key in as indicated. 4. Proofread, save and print the document as Q4. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

→ Move

‡

Due to / multitude of reporting methods, the table contains both / operating costs u/line and total final costs (which include various infrastructure u/line upgrades & security costs), known and not estimated. in full runs on

Net loss or gain is ~~not~~ measured del against / operating budgets. Intangible costs are not included here.

‡

Cost of the Olympic Games sp caps, bold
for the period 2000-2012 italics

QUESTION 4: FINANCIAL STATEMENT (CONTINUED)

shade column

Host city ↓	Year ↓	Final Operating Budget	Total Costs ↓	Taxpayer Contri- bution	Profit/ Loss ↓	Year Debt Paid off	Notes ↓	centre
† Sydney Summer Olympics	2000	6600000000	3000000000 3635000000 ¹	2050000000	-2100000000	2000	Borne by / public	
† Salt Lake City Winter Olympics	2002	2000000000	1200000000	600000000	101000000	2002	Additional security costs incurred in / runs on wake of / 9/11 attacks	
† Athens Summer Olympics	2004	15000000000	9000000000	6200000000	14500000000		Contributor to the Greek government runs on crisis debt trs	
† Turin Winter Olympics	2006	7000000000			-3200000		State stet Government created a lottery game runs on to cover its financial losses	
† Beijing Summer Olympics	2008	44000000000			1460000000	2008		
† Vancouver Winter Olympics	2010	17000000000	6400000000	2300000000	70000000	2010	Included in / cost is / new Vancouver Convention Centre	
† London Summer Olympics	2012	10400000000	14600000000	4400000000	Nil	2012	Converts / A Stadium A Olympic (London) to a football venue ↑ sp	

[40]

QUESTION 5: PAMPHLET**TIME: 25 minutes****MARKS: 40**

MARGINS: LEFT: 1.27 cm/0.5" RIGHT: 1.27 cm/0.5" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 landscape HYPHENATION: Yes JUSTIFICATION: Left FONT: Courier New 10 pt (CN10)
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a header. 2. Take ALL proofreading signs into consideration. 3. Proofread, save and print the document as Q5. 4. Put the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create columns as indicated.

1 landscape	2 portrait		
	3 portrait	4 portrait	5 portrait

Candidate: Replace the word Olympic to Olympic in capital letters and 14 pt.

2 Insert as indicated

International Federations uc, bold, u/line, highlight text

‡

There are currently 73 sport federations recognised by the IOC. **bold runs on**

These are:

‡

Candidate: Insert numbers (1., 2., etc) with TWO letter spaces.

29 members - Association of Summer Olympic International Federations

italics

bold italics

7 members - Association of International Olympic Winter Sports Federations

italics

bold italics

35 members - Association of IOC Recognised International Sports Federations

italics

bold italics

Two members - Sport Accord

bold, use figures italics

QUESTION 5: PAMPHLET (CONTINUED)

5 Insert as indicated

Candidate: Insert any bullet and indent. Change line spacing between paragraphs to double.

Sponsors centre, sp caps, bold, highlight text

‡

Coca Cola

Atos

Bridge Stone

Dow Company Chemical trs

General Electric

McDonald's

Omega SA

Panasonic

Procter & Gamble

Samsung

Toyota

Acer Group

3 Insert as indicated

Honours uc, centre, bold, highlight text

‡

The IOC awards a number of honours:

‡

Candidate: Insert any bullet and indent.

‡

→ Move

‡

Pierre de Coubertin medal - athletes who demonstrate a **▲** spirit u/line **▲** special of sportsmanship

‡

Olympic Cup - institutions actively developing / Olympic Movement u/line

‡

[IOC President's trophy - ~~athletes~~ ^{swimmers} who have excelled in their sport u/line stet

QUESTION 5: PAMPHLET (CONTINUED)

Olympic Order - individuals who contribute to / Olympic Movement u/line

‡

Olympic Laurel - individuals who promote education, ~~training~~, u/line del
culture, development and peace through sport

1 Insert as indicated

Candidate: Centre horizontally and vertically and insert a border around column 1

The Olympic Games uc, bold

‡

Sports: 28 [Disciplines: 42 [Medal events: 10 903 double u/line NL

Athletes: 10 903 [Competition venues: 37 double u/line NL

Days of competition: 19 [Competition sessions: 698 double u/line NL

4 Insert as indicated

Candidate: Paragraphs must be arranged in numerical order with TWO lines
between paragraphs.

Cessation of membership uc, centre, bold, highlight text

‡

1. Resignation [6. Expulsion [2. Non re-election [5. Members elected as active
athletes

3. Age limit [4. Transfer of domicile sp

[40]

QUESTION 6: AFRICAN LANGUAGE**TIME: 10 minutes****MARKS: 20**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: Double (2)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 pt (CN12)
<ol style="list-style-type: none">1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/ COMPUTER NUMBER as a header.2. Key in the following text exactly as it is.3. Do not break off words at the end of a line, but key in the whole word on the next line.4. Proofread, save and print the document as Q6.5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Folakha Olympic

The Olympic Movement sebelisa matshwao afe ho emela Mehopolo lohelletsoe metheo ka Charter Olympic.

The Olympic letsoao, ho molemo a tsejoa e le mehele Olympic, e na le mehele e mehlano ya kokangana makasi le emela kopano ya leo ho ahiloeng ho tse hlano lik'honthinenteng (Afrika, Amerika, Asia, Oceania, Europe).

Mak'halate a phetolelo ea mehele-putsoa, - li le 'mala o mosehla, o motsho, o motala, 'me o mofubelu - tse etsahalang tsimo e tsoeu e bopa folakha Olympic.

Mebala tsena li ne li khethileng hobane mong le e mong sechaba ne bonyane e ba bona ba pele ho folakha ea eona ea sechaba.

Folakha ileng ea amoheloa ka 1914

[20]**TOTAL SECTION A: 200**

WORD PROCESSING

SECTION B

YOU HAVE TO WORK FAST AND ACCURATELY

			TIME	MARKS
QUESTION 7:	MAIL MERGE	A	6 minutes	10
		B	12 minutes	20
QUESTION 8:	DISPLAY	A	9 minutes	15
		B	12 minutes	20
QUESTION 9:	AFRICAN LANGUAGE	A	9 minutes	15
		B	12 minutes	20
TOTAL			60 minutes	100

QUESTION 7A: MAIL MERGE**TIME: 6 minutes****MARKS: 10**

1. Create the fields/field names below.
2. Ensure that your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER appear on the PRINTOUT.
3. Use Comic Sans MS 8 pt. Use landscape orientation.
4. Proofread, save and print the document as Q7A.
5. Put the PRINTOUT in your EXAMINATION FOLDER.

FIELD NAMES	COUNTRY 1	COUNTRY 2	COUNTRY 3	COUNTRY 4
RANK	1	2	3	4
COUNTRY	UNITED STATES	FRANCE	JAPAN	ITALY
CONTINENT	NORTHERN AMERICA	EUROPE	ASIA	EUROPE
NUMBER OF TIMES 1	4	2	2	1
SUMMER OLYMPICS	1904, 1932, 1984, 1996	1900, 1924	1964, 2020	1960
NUMBER OF TIMES 2	4	3	2	2
WINTER OLYMPICS	1932, 1960, 1980, 2002	1924, 1968, 1992	1972, 1998	1956, 2006
TOTAL	8	5	4	3

(10)

QUESTIONS 7B AND 7C: MAIL MERGE**TIME: 12 minutes****MARKS: 20**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 portrait JUSTIFICATION: Left HYPHENATION: No FONT: Comic Sans MS 12 pt (CS12) (Unless otherwise indicated)
1. Create a macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER. 2. Insert the fields/field names as indicated and key in the text below. Process according to the instructions. 3. You may use spell check when proofreading. 4. Proofread, save and print the document as Q7B. Put the PRINTOUT in your EXAMINATION FOLDER. 5. Merge the documents and save as Q7C. Print only the merged documents for Country 1 and 2 and put the PRINTOUTS in your EXAMINATION FOLDER. Ensure that footnote numbers stay the same on every page.	

Insert a header, CS10, uc, bold, italics, centred

Ranking

Insert a footer, CS10, uc, underline, right-aligned

List of countries

Summer¹ and Winter² Olympics } CS22, uc, bold, right-aligned, insert a double border around heading

‡

Insert a footnote, CS10, with the words:

Includes 26 sports

Insert a footnote, CS10, with the words:

Includes 15 sports

Memorandum Tahoma 26 pt, sp caps, bold, double u/line, centred

‡

‡			
To:	uc, italics		All interested parties
‡			
From:	uc, italics		Olympic committee
‡			
Subject:	uc, italics		Hosting of the Olympic Games
‡			

← uc

QUESTIONS 7B AND 7C: MAIL MERGE (CONTINUED)

‡

The following is the list of countries ranked by / number

runs on

of times they hosted the Olympic Games:

‡

Candidate: *Shade column 1 and display lines as indicated.
All field names must be in bold and 14 pt.*

RANK	«RANK»
COUNTRY	«COUNTRY»
CONTINENT	«CONTINENT»
NUMBER OF TIMES 1	«NUMBER_OF_TIMES_1»
SUMMER OLYMPICS	«SUMMER_OLYMPICS»
NUMBER OF TIMES 2	«NUMBER_OF_TIMES_2»
WINTER OLYMPICS	«WINTER_OLYMPICS »
TOTAL	«TOTAL»

‡

For more information you can contact us at

‡

www.olympics.org

right-aligned

☎ +41 21 621 61 11

(20)

[30]

QUESTION 8A: DISPLAY**TIME: 9 minutes****MARKS: 15**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 pt (CN12)
1. Retrieve the macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER and change the QUESTION NUMBER to QUESTION 8A. 2. You may use spell check when proofreading. 3. Proofread, save and print the document as Q8A. 4. Put the PRINTOUT in your EXAMINATION FOLDER.	

The Olympic rings consists of five intertwined rings and represents the unity of the five continents

Africa

America

Asia

Oceania

Europe

‡

The coloured version of the rings

Blue

Yellow

Black

Green

Red

‡

over a white field forms the Olympic flag.

‡

Citius, Altius, Fortius, a Latin expression meaning Faster, Higher, Stronger

‡

The most important thing in the Olympic Games is not to win but to take part, just as the most important thing in life is not the triumph but the struggle.

‡

Athens 2004

Turin 2006

Beijing 2008

Vancouver 2010

London 2012

Sochi 2014

‡

Lillehammer 1994

Atlanta 1996

Nagano 1998

(15)

QUESTION 8B: DISPLAY**TIME: 12 minutes****MARKS: 20**

MARGINS: LEFT: 1.27 cm (0.5") RIGHT: 1.27 cm (0.5") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 landscape HYPHENATION: Yes JUSTIFICATION: No FONT: Courier New 12 pt (CN12) (Unless otherwise indicated)
1. Retrieve the document saved as Q8A. 2. Change the QUESTION NUMBER to QUESTION 8B. 3. Process according to the instructions. 4. Proofread, save and print the document as Q8B. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Candidate: Create a table with 3 columns and insert lines as indicated.

--	--	--

Column 1 – centre vertically

Insert, Lucida Sans 14 pt, uc, bold, double u/line, right-aligned

Olympic symbol

‡

The Olympic rings consists of five intertwined rings and represents the unity of the five continents

‡

Candidate: Set left tabular stops on 1.59 cm/0.63", 3.49 cm/1.38", 4.76 cm/1.88", 6.67 cm/2.63"

Africa

tab 1x America

tab 2x Asia

tab 3x Oceania

tab 4x Europe

‡

The coloured¹ version of the rings

‡

Insert a footnote, CN10, with the words:

Colours were chosen because every nation had at least one of them on its national flag.

QUESTION 8B: DISPLAY (CONTINUED)

Blue
Yellow
Black
Green
Red



‡

over a white field forms the Olympic flag.

uc, bold, u/line

Column 2 – centre vertically

Insert, *Comic Sans MS 14 pt, uc, bold, centred*

Olympic motto

‡

Citius, Altius, Fortius, a Latin expression meaning
Faster, Higher, Strongerⁱ

italics

‡

Insert an endnote, CN10, with the words:

Proposed by Pierre de Coubertin in 1894

‡

Insert, *Tahoma 14 pt, uc, bold*

Olympic creed

‡

The most important thing in the Olympic Games is not to win but to
take part, just as the most important thing in life is not the
triumph but the struggle.

‡

Column 3 – centre vertically

Insert, *CN 12 pt, uc, bold, u/line*

Summer Olympic Games

‡

Candidate: Insert any bullet.

Athens 2004

Turin 2006

Beijing 2008

Vancouver 2010

London 2012

Sochi 2014

Rio 2016 *insert*

‡

QUESTION 8B: DISPLAY (CONTINUED)

Youth Olympic Games CN 12 pt, uc, bold, u/line

‡

- Los Angeles 1984
- Calgary 1988
- Seoul 1988
- Albertville 1992
- Barcelona 1992

Insert,
use any bullet

Insert, CN 12 pt, uc, bold, u/line

Winter Olympic Games

‡

Candidate: Insert any bullet

Lillehammer 1994

Atlanta 1996

Nagano 1998

Sydney 2000

Salt Lake City 2002

Insert

‡

Move

(20)
[35]

QUESTION 9A: AFRICAN LANGUAGE**TIME: 9 minutes****MARKS: 15**

MARGINS: LEFT: 2.54 cm (1") RIGHT: 2.54 cm (1") LINE SPACING: 1½	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 pt (CN12)
<ol style="list-style-type: none">1. Retrieve the macro with your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER and change the QUESTION NUMBER to QUESTION 9A.2. Key in the text below exactly as it is.3. Proofread, save and print the document as Q9A.4. Put the PRINTOUT in your EXAMINATION FOLDER.	

Lepetjo Olympic, Citius, Altius, Fortius, e Latin poleloana e reng bolelang "ka potlako, e Phahameng, le Matla" e ile ea e sisintsweng ke Pierre de Coubertin a 1894 'me e' nile tsa semmuso ho tloha 1924.

Lepetjo le qapiloe ke motsoalle Coubertin, e leng moprista Dominican Henri Didon OP, etsoe 'mokeng Paris batjha ba 1891.

Coubertin o Mehopolo Olympic ba bontsa ka boyambi Olympic:

Ntho ea bohlokoa ka ho fetisisa Lipapaling Olympic hase ho hlola empa ho nka karolo, feela joalokaha ntho ea bohlokoa ka ho fetisisa bophelong ha se tlholo empa ho loanela.

Ntho habohlokoa ho

(15)

QUESTION 9B: AFRICAN LANGUAGE**TIME: 12 minutes****MARKS: 20**

MARGINS: LEFT: 1.27 cm (0.5") RIGHT: 1.27 cm (0.5") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A5 portrait HYPHENATION: No JUSTIFICATION: Justify FONT: Arial 9 pt (Unless otherwise indicated)
1. Retrieve the document saved as Q9A. 2. Change the QUESTION NUMBER to QUESTION 9B. 3. Process according to the instructions. 4. Proofread, save and print the document as Q9B. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Insert a page border.

Insert a page number, starting with 10, Arial 12 pt, top, centred

Insert a header, Arial 8 pt, bold, left-aligned

Olympic letsoao

Insert a header, Arial 8 pt, bold, right-aligned

Folakha Olympic

Insert a footer, Arial 8 pt, double u/line, left-aligned

Lepetjo Olympic

Insert a footer, Arial 8 pt, double u/line, right-aligned

Ka potlako, e Phahameng, le Matla

HISTORI EA GAMES OLYMPIC Insert, Arial 14 pt, bold, italics, centred

‡

Create TWO columns

QUESTION 9B: AFRICAN LANGUAGE (CONTINUED)

Copy QUESTION 6 to column 1, Arial 9 pt, single line spacing.

Folakha Olympic Arial 12 pt, uc, italics, u/line, centred

‡

Insert any bullets

The Olympic Movement sebelisa matshwao afe ho emela Mehopolo lohelletsoe metheo ka Charter Olympic.

‡

The Olympic letsoao, ho molemo a tsejoa e le mehele Olympic, e na le mehele e mehlano ya kokangana makasi le emela kopano ya leo ho ahiloeng ho tse hlano lik'honthinenteng (Afrika, Amerika, Asia, Oceania, Europe). **bold**

‡

Mak'halate a phetolelo ea mehele-putsoa, - li le 'mala **double**
o mosehla, o motsho, o motala, 'me o mofubelu - tse **u/line**
etsahalang tsimo e tsoeu e bopa folakha Olympic.

‡

Mebala tsena li ne li khethileng hobane mong le e mong sechaba ne bonyane e ba bona ba pele ho folakha ea eona ea sechaba.

‡

~~Folakha ileng ea amoheloa ka 1914~~ **del**

‡

Insert, Arial 12 pt, uc, italics, u/line, centred

Mascot Olympic

‡

Insert, Arial 9 pt, right-aligned

The mascot Olympic, phoofolo kapa mokhabo botho emelang setso sa naha neng a amohetse moeti.

Insert a column break.

Lepetjo Olympic Insert, Arial 12 pt, uc, italics, u/line, centred

‡

Move QUESTION 7A to column 2, Arial 9 pt, single line spacing.

Insert any bullets.

Lepetjo Olympic, Citius, Altius, Fortius, e Latin poleloana **italics**
e reng bolelang "ka potlako, e Phahameng, le Matla" e
ile ea e sisintsweng ke Pierre de Coubertin a 1894 'me **bold, 12 pt**
e' nile tsa semmuso ho tloha 1924

‡

QUESTION 9B: AFRICAN LANGUAGE (CONTINUED)

Lepetjo le qapiloe ke motsoalle Coubertin, e leng moprista
Dominican Henri Didon OP, etsoe 'mokeng Paris batjha ba 1891.

‡

Cancel bullet and change paragraph to italics.

Coubertin o Mehopolo Olympic ba bontsa ka boyambi Olympic:

‡

Insert bullet.

Ntho ea bohlokoa ka ho fetisisa Lipapaling Olympic hase ho hlola
empa ho nka karolo, feela joalokaha ntho ea bohlokoa ka ho fetisisa
bophelong ha se tlholo empa ho loanela.

‡

~~Ntho habohlokoa ho~~ *del*

Insert, Arial 12 pt, uc, italics, u/line, centred

E Flame Olympic

‡

Insert, Arial 9 pt, right-aligned

Likhoeli pele e mong le e Games, e Flame Olympic e hotetsa ka Olympia ka mokete
bontsang hore boholo-holo lineano tsa Segerike.

(20)

[35]

TOTAL SECTION B: 100
GRNAD TOTAL: 300