

QUESTION 1A: CURRUCULUM VITAE		WORD PROCESSING
TIME: 10 MINUTES		MARKS:15
MARGINS: Left: 3,75 cm (1,5") Right: 2,5 cm (1") FONT: courier new 12	PAPER: A4 Portrait HYPHENATION: Yes JUSTIFICATION: Left LINE SPACING: Single line	
Key in CV as it is. Proofread, save and print the document as Q1A. You may use SPELL CHECK when you proofread.		

Curriculum Vitae

Surname: Chauke

First Name: Chris

Date of birth: 12 January 1984

ID Number: 8601125035089

Gender: Male

Contact number: 072 0581790

Nationality: SA

Status Marital: Married

Health: Good

Matriculated: 1998 at Giyani High School

Home language: Tsonga

Other languages: English & Zulu

Drivers licence: Code 08

Dependent: three

Employer: ABSA

Occupation: Credit Manager

Monthly income: R15 000

QUESTION 1B: CURRICULUM VITAE		WORD PROCESSING
TIME: 25 MINUTES		MARKS: 25
MARGINS: Left: 3,75 cm (1.5") Right: 2,5 cm (1") FONT: Courier New12	PAPER: A4 Portrait HYPHENATION: Yes JUSTIFICATION: Left LINE SPACING: Double line spacing	
Retrieve Question 1A. Change the question number to 1B. Proofread, save and print the document as Q1B. You may use SPELL CHECK when you proofread.		

Set a tab stops at 4"/9cm

Curriculum Vitae

U/C,bold,18pt

1 PERSONAL DETAILS

Surname: Chauke

First Name: Chris

Date of birth: 12 January 1984

ID Number: 8601125035089

Contact number: 072 0581790

Address * 1 [PO Box 2212
 Bellville
 7535

U/c

S/S

[Nationality: S A

In full

Status Marital: Married

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Health: Good
 Venda

stet

Home language: Tsonga

Other languages: English

In full

Drivers licence: Code 08

Dependent: 3

In full

Employer: ABSA

Occupation: *Credit Manager*

Monthly income: *R15 00*

Candidate: All underlined headings
in u/c

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Λ Tertiary Education

Λ Institution: Λ *Tshwane College*

Λ Course: Λ *Financial Management*

Number page 2 top
right

Insert any page border of your choice on both pages

QUESTION 2A: ADVERTISEMENT**WORD PROCESSING****TIME: 7 MINUTES****MARKS: 9**

MARGINS: Left: 5,08 cm/2,0"/20° Right: 2,5 cm/1"/10° FONT: Courier New 12	PAPER: A4 portrait page JUSTIFICATION: As indicated LINE SPACING: 2
<ol style="list-style-type: none">1. Take all proofreading signs in consideration.2. Proofread, save and print the document as Q2A3. You may use spell check when you proofread	

Signs & symptoms of a phobia

Physical

Difficuity breathing

Racing heart

Chest pain

Trembling

A churning stomach

Hot or cold flashes

Sweating

Emotional

of: Feeling

anxiety

need to escape

Detached from yourself

going crazy

powerless to control your fear

QUESTION 2B: ADVERTISEMENT
TIME: 10 MINUTES

WORD PROCESSING
MARKS: 19

MARGINS: Left: 2,54 cm/1"/10° Right: 2,54 cm/1"/10° FONT: Courier New 12 and as indicated	PAPER: 1 A4 page JUSTIFICATION: As indicated LINE SPACING: As indicated TAB STOPS: As indicated
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1. Retrieve the document saved as Q2A.
2. Change the QUESTION NUMBER to Q2B.
3. Process according to the instructions and take all proofreading signs into consideration.
4. Proofread, save. You may use spell check when proofreading.



