

**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

**INFORMATION PROCESSING
N6**

NOVEMBER 2013

(6020286)

**13 NOVEMBER (X-Paper)
09:00 – 12:00**

This question paper consists of 29 pages.

TIME: 3 HOURS MARKS: 300

INSTRUCTIONS TO CANDIDATES, INVIGILATORS

AND THE QUESTION PAPER

30 MINUTES ARE ALLOWED TO

READ THE INSTRUCTIONS

INSTRUCTIONS TO THE CANDIDATES

EXAMINATION PAPER	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

ATTEMPTING THE PAPER - INVIGILATORS WILL EXPLAIN IF

NECESSARY!

TYPING TECHNIQUE - SECTION A

1. Candidates that are not **READY** and **ON TIME** for the **TIMED ACCURACY TEST** will only be allowed to enter the examination venue **AFTER** the expiration of the **TEN MINUTES** allowed for the **TIMED ACCURACY TEST (QUESTION 1)**.
2. Candidates are allowed to read through **QUESTION 1**, the **TIMED ACCURACY TEST**, **3 MINUTES** before the commencement of the examination.
3. The **TIMED ACCURACY TEST (QUESTION 1)** must be keyed in at the **BEGINNING** of the examination.
4. After the expiration of the **TEN MINUTES** allowed for the **TIMED ACCURACY TEST (QUESTION 1)** your test will be **COLLECTED** and **SIGNED** by the **INVIGILATOR**. It will be **RETAINED** until the completion of the examination where after, in your **PRESENCE**, it will be put into your **EXAMINATION COVER**.
5. **ANSWER ALL THE QUESTIONS. PROCEDURE FOR QUESTIONS 2, 3, 4, 5 AND 6: KEY IN, SAVE AND PRINT.**
6. 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. PROCEDURE FOR QUESTIONS 1A, 2A AND 3A: KEY IN, SAVE AND PRINT.**
2. **RETRIEVE, COPY AND PROCESS ACCORDING TO THE INSTRUCTIONS IN THE B PART OF EACH QUESTION. PRINT AND HAND IN THE A PART AS WELL AS THE B PART.**
3. Each answer must be printed on a **SEPARATE A4 PAPER**. Use **ONLY ONE SIDE** of the paper.
4. If a **LETTERHEAD** is provided and the printer(s) cannot accommodate the letterhead, you may use **A4 paper**. Hand in the **PRINTOUT** on **A4 paper**, **TOGETHER** with the **LETTERHEAD**, in order to determine the positioning of the text on the paper in accordance with the data on the letterhead.

GENERAL: EXAMINATION PAPER – SECTION A AND SECTION B

- 1. NO NOTES OR ANY NON-PERMISSIBLE MATERIALS MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.**
- 2. Use only COURIER NEW 12 except if otherwise indicated in the question paper.**
- 3. WORK VERY FAST IN ORDER TO COMPLETE THE EXAMINATION PAPER.**
- 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 on each question. NO QUESTIONS WITHOUT EXAMINATION NUMBERS WILL BE MARKED.**

- 7. AT THE END OF THE EXAMINATION SESSION, HAND IN:**
- 7.1 EXAMINATION COVER with PRINTOUTS to be marked, IN THE SAME ORDER AS THE QUESTIONS IN THE EXAMINATION PAPER.**
- 7.2 IF WORK IS SAVED ON HARD DRIVE/NETWORK, THE INVIGILATOR(S) MUST COPY WORK TO A COMPACT DISK/MEMORY STICK AND THEN IT MUST BE DELETED IMMEDIATELY FROM HARD DRIVE/NETWORK. STUDENTS ANSWERS MUST BE KEPT FOR AT LEAST 6 MONTHS – PROPERLY MARKED WITH YOUR EXAMINATION NUMBER.**
- 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 TREATED IN A VERY SERIOUS LIGHT. IF YOU ARE FOUND GUILTY OF SUCH A VIOLATION, SERIOUS 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: FLOW CHART	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: 2.5 cm (1") RIGHT: 2.5 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 (CN12)
<ol style="list-style-type: none"> 1. The following timed accuracy test 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. 	

Dance is a type of art that generally involves movement of the body, often rhythmic and to music. It is performed in many cultures as a form of emotional expression, social interaction or exercise in a spiritual or performance setting. It is sometimes used to express ideas or to tell a story. Dance can also be regarded as a form of non-verbal communication between humans or animals, as in bee dances and behaviour patterns such as a mating dance.

Definitions of what constitutes dance can depend on social and cultural norms and aesthetic, artistic and moral sensibilities. Definitions may range from functional movement such as folk dances to techniques such as ballet. Martial arts are often compared to dances and sports such as gymnastics, figure skating and synchronised swimming are generally incorporated in dance.

There are many styles and genres of dance. African dance is an example. Dance can be participatory, social or performed for an audience. It can also be ceremonial, competitive or

QUESTION 1 - TIMED ACCURACY TEST**CONTINUED**

erotic. Dance movements may also be without significance, as in ballet or European folk dances or have a symbolic meaning as in some Asian dances.

Choreography is the art of creating dances. The person who creates or choreographs a dance is known as the choreographer.


Dance does not leave behind clearly identifiable physical clues such as stone tools, hunting implements or cave paintings. It is not possible to say when dance became part of human culture.


It is believed that dance, together with rhythmic music and body painting, was designed by the forces of natural selection at the early stage of evolution as a potent tool to put groups of human ancestors in a battle trance, a specific altered state of consciousness. In this state people lost their individual identity and acquired a collective identity.

Research shows that some military units use group singing and dancing in order to prepare themselves for dangerous combat missions. This trance-inducing ability of dance comes from the human evolutionary past and also includes a phenomenon of military drill which is also based on shared rhythmic and monotonous group activity.

Dance has been an important part of ceremonies, rituals, celebrations and entertainment since the birth of the earliest

QUESTION 1 - TIMED ACCURACY TEST**CONTINUED**

human civilisations. Archaeology delivers traces of dance
from prehistoric times.  **50 w.p.m.**

One of the earliest structured uses of dances may have been in
the performance and in the telling of myths. It was also
sometimes used to show feelings for one of the opposite
gender. Before the production of written languages, dance was
one of the methods of passing these stories down from
generation to generation. Many contemporary dance
forms /  **55 w.p.m.**

QUESTION 2: TABULAR STATEMENT**TIME: 25 minutes****MARKS: 40****MARGINS:****Equal margins****PAPER: A4 Landscape****FONT: Courier New 12 (CN12)**

1. Key in your examination number, the question number and your station/computer number.
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 cover.

Comparison Of / Years 2010-2012 - uc, u/line

Learners, Educators & Schools in full uc, u/line

comparative

[Table 6: ~~Comparing~~ learners, educators and schools NP stet

in / ordinary school sector, by provinc, 2010-2012 sp

Runs on

<u>Province</u> sp caps	<u>Learners</u> uc		
italics	<u>2010</u>	<u>2011</u>	<u>2012</u>
Eastern Cape	2136713	2079994	2076400
Free State	680777	670588	651785
Gauteng	1883538	1894027	1903838
KwaZulu-Natal	2848652	2771420	2827335
Limpopo	1816230	1764669	1707280
Mpumalanga	1054085	1051531	1035637
Northern Cape	265647	265866	267709
North West	747248	779260	777285
Western Cape	968327	962008	980694
<u>South Africa</u> bold	<u>12401217</u>	<u>12239363</u>	<u>12227963</u>

Runs on

≠

1. Learners ~~figures~~ de creased by 0.5 % del

≠

2. Educators & by 7.1 % & increased

≠

3. Schools by increased 1.4 % trs

QUESTION 2: TABULAR STATEMENT

CONTINUED

Runs on

	<u>Educators</u> uc			<u>Schools</u> uc		
<i>italics</i>	<u>2011</u>	<u>2010</u>	<u>2012</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
	66536	66163	69620	5834	5825	5809
	23383	23570	23741	1744	1675	1595
	64307	63216	66351	2397	2405	2390
	86983	88042	89377	6057	5938	6091
	57083	54769	58563	4140	4122	4105
	33644	32276	35221	1973	1959	1934
	9019	8580	9115	613	617	617
	26620	25701	26697	1780	1784	1768
	33378	31908	34382	1527	1550	1597
bold	<u>400953</u>	<u>394225</u>	<u>413067</u>	<u>26065</u>	<u>25875</u>	<u>25906</u>

Runs on

↑ ↑
Move columns

QUESTION 3: FLOW CHART	
TIME: 25 minutes	MARKS: 40
MARGINS: Equal Margins LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 Portrait HYPHENATION: Yes JUSTIFICATION: As indicated FONT: Courier New 10 (CN10) (except flow chart)
<ol style="list-style-type: none"> 1. Key in your examination number, the question number and your station/ computer number. 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 cover. 	

/ Benefits Of Dance For Young Children uc, bold, u/line

≠

~~Song~~

~~Dance~~ is a universal language and in an age where child obesity stet

is increasing and exercising decreasing, it has never ever del

been more important to present dance to yung children in a format sp

that they will enjoy. In doing so it is likely that in some form or other

participation in dance as a form of exercise may continue into adult

life. [It is generally agreed that movement to music is enjoyable NP

for babies and young children irrespective of or culture ethnicity. trs

≠

QUESTION 3: FLOW CHART**CONTINUED**

What Age To Start uc, italics

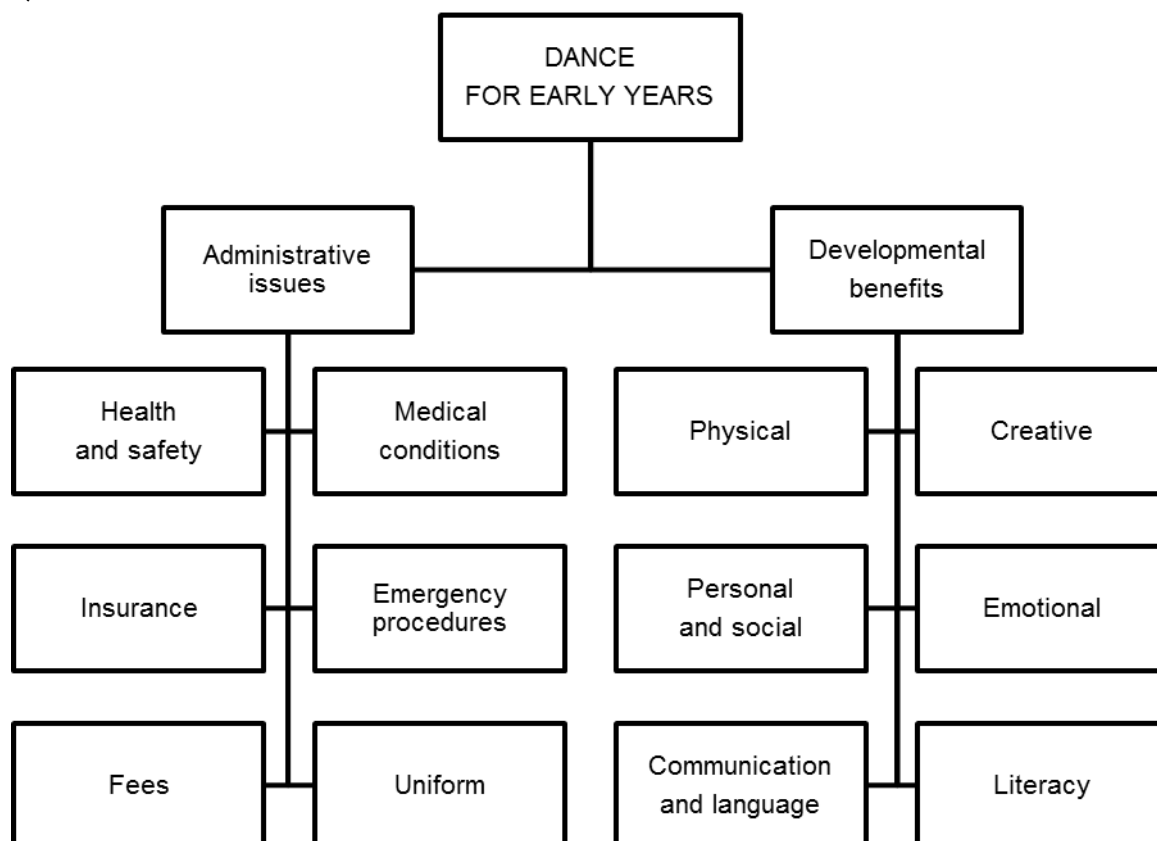
≠

/ average age for a child to start attending a dance class is around / age of three years.

As with most averages there are exceptions to / rule and some children are confident enough to begin at an λ age while others λ earlier may benefit from starting later than \geq years. / In full

[Flow Chart sp caps NP

≠



QUESTION 4: FINANCIAL STATEMENT	
TIME: 25 minutes	MARKS: 40
MARGINS: Equal margins LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 Landscape JUSTIFICATION: Left FONT: Courier New 10 (CN10)
1. Key in your examination number, the question number and your station/ computer number. 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 cover.	

Condensed of Group Statement Cash Flow

uc underline trs

≠

unaudited

Audited

[six months

I year

[ended

[ended

[31 March

[30 Sep

2012

2011

2011

R'000

R'000

R'000

Cash flow from operating activities **bold**

Operating profit before abnormal items

212648

191779

484474

Adjustment for non-cash and

other items

42825

41193

101092

Cash operating profit before **bold**

working capital changes **bold**

255473

232972

585566

Working capital changes

79905

-168028

-168970

↑
Bold
column

↑
Italics
column

justify
figure
columns
right

QUESTION 4: FINANCIAL STATEMENT

CONTINUED

	bold column ↓	italics column ↓	Justify figure columns Right
	2012 R'000	2011 R'000	2011 R'000
Cash generated from operations	335378	64944	416596
Interest and X received X dividends	25532	3826	6639
Interest paid sp	-1885	-2611	-5497
Taxation paid paid del	-63375	-50340	-166234
Dividends paid	-180719	-160953	-193840
Cash inflow/(outflow) from <u>operating activities</u> bold	114931	-145134	57664
Cash outflow from investing <u>activities</u> bold	-57709	-27299	-87937
Capital expenditure bold	-59601	-27765	-91852
Proceeds on disposal of property, <u>plant & equipment</u> in full	43	1304	2590
Net movement on loans	1849	-838	1534
Acquisition of investment		-209	

≠

Notes sp caps

≠

1. Basis of preparation uc

~~Condensed~~

/ complete financial information has been prepared in accordance with / framework concepts and / measurement and recognition requirements.

QUESTION 5: PAMPHLET	
TIME: 25 minutes	MARKS: 40
MARGINS: Equal margins LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 Portrait HYPHENATION: Yes JUSTIFICATION: As indicated FONT: Courier New 12 (CN12)
1. Key in your examination number, the question number and your station/ computer number. 2. Take all proofreading signs into consideration. 3. Proofread, save and print the document as Q5. 4. Put the printout in your cover.	

Column 1	
Column 2	Column 3

Column 1 : Insert as indicated

Your Money sp caps, bold [Find comfort in these money-saving tips: NP

≠

Live Within Your Means uc, u/line

≠

It is necessary to live within your means and having a budget italics

≠

Below are tips to help you address

your financial issues.

≠

QUESTION 5: PAMPHLET**CONTINUED**

Column 3 : Insert as indicated

4. Clothing uc

≠

Save and buy what you need. You will avoid impulse shopping or having to borrow money. Don't borrow

≠

5. Banking services uc

≠

Use / internet or cell phone to pay all your accounts.

≠ ~~finish~~

~~Complete~~ / form and forward it to FINANCIAL ADVISERS: ~~stet~~
finad@finad.co.za

≠

Name: _____

≠

Cell phone: _____

≠

E-mail: _____

≠

Comment: _____

QUESTION 5: PAMPHLET**CONTINUED**

Column 2 : Insert as indicated

1. Electricity uc

≠

Electricity has always been expensive. Heaters use the most electri city.
Ensure that doors, windows and / roof are sealed.

≠

2. Water uc

≠

/ key to conserving water is to reduce, re-use and recycle. [Save NP
water at home with these helpful hints:

≠

• Prevent taps leaking trs

≠

• Replace burst and illegal conections sp

≠

• Close / tap when brushing your teeth

≠

• use a bucket when washing a vehicle

≠

3. Groceries uc

≠

Food is expensive & you can spend a lot of money on it. Make a in full
list and stick to it. It will help you being tempted to buy something you
do not need.

QUESTION 6: AFRICAN LANGUAGE	
TIME: 10 minutes	MARKS: 20
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: Double (2)	PAPER: A4 Portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12)
<ol style="list-style-type: none"> 1. Key in your examination number, the question number and your station/ computer number. 2. Key in the following text exactly as it is. 3. Do not divide the 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 cover. 	

HA NGWANA WA HAO A THIBANE DITSEBE

Ela hloko: Se dumelle wena le ba bang ho tlwaela ho etseletsa ngwana ntle le bopaki. Ho dula o tshwaya ngwana phoso, ho ka mo etsa a se itshepe, a se tshepe le batho.

Tshebedisanommoho: Ha sekolo se tlaleha hore boitshwaro ba ngwana bao bo tswile taolong, ema ka maoto hape o dumele hore ngwana a kgalengwe sekolong. Ho tshwara thipa ka bohaleng maamong a jwalo ho ka mo feteletsa le ho feta.

Mo kgothatse: Batla seo ngwana a ka se etsang ka nako ya hae, jwalo ka ho mo ngodiso dithutong tsa mmimo kappa sehlopheng sa bolo.

WORD PROCESSING

(SECTION B)

**YOU HAVE TO WORK VERY FAST
AND ACCURATELY**

			TIME	MARKS
QUESTION 1:	AFRICAN LANGUAGE	A	09 minutes	15
		B	12 minutes	20
QUESTION 2:	DISPLAY	A	09 minutes	15
		B	12 minutes	20
QUESTION 3:	MAIL MERGE	A	06 minutes	10
		B	12 minutes	20
TOTAL			60 minutes	100

QUESTION 1A: AFRICAN LANGUAGE	
TIME: 09 minutes	MARKS: 15
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: 1.5 (1½)	PAPER: A4 Portrait HYPHENATION: No JUSTIFICATION: Links FONT: Courier New 12 (CN12)
<ol style="list-style-type: none"> 1. Create a macro with your examination number, the question number and your station/computer number. 2. Key in the following text exactly as it is. 3. Proofread, save and print the document as Q1A. 4. Put the printout in your cover. 	

Na ho hobe ho feta ho bona ha hao?

Lesea la hao le ke se o bolelle moo ho leng bohloko, ho thata ho tseba haeba le tefa kapa le kula. Ke ena tataiso ya rona.

Sheba matshwao a latelang ho bona hore na lesea la hao le hloka thuso ya tshohanyetso kapa tjhe:

LEFU LA HO WA: Haeba lesea la hao le bontsha ho se kgone ho tsepamisa kelello leha e le ho eng feela, lebaka la seo e ka nna ya ba hore le na le lefu la ho wa. Le ka nna la ferekana nakwana ha le ntse le meneka le ya kwana le kwana.

QUESTION 1B: AFRICAN LANGUAGE	
TIME: 12 minutes	MARKS: 20
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: 1.5 (1½) (Unless otherwise indicated)	PAPER: A4 Portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (CN12) (Unless otherwise indicated)
<ol style="list-style-type: none"> 1. Retrieve the document saved as Q1A. 2. Change the question number to QUESTION 1B. 3. Process according to the instructions. 4. Proofread, save and print the document as Q1B. 5. Put the printout in your cover. 	

Insert as a header, CN10, centred horizontally:

MAEMO A TSHOHANYETSO

Insert as a footer, CN10, centred horizontally:

Ho molemo ho batla thuso e sa le nako ho thibela mathata ana ho mpefala

Number the pages at the bottom, centre as page 1 and 2

≠

Create a frame around text:

Na ho hobe ho feta ho bona ha hao? *Change to CN20*

[Lesea la hao le ke se o bolelle moo ho leng bohloko, ho thata
ho tseba haeba le tefa kapa le kula. *NP, Change to CN16*

[Ke ena tataiso ya rona. *NP, Change to CN24*

NP

Sheba matshwao a latelang ho bona hore na leseae la hao le
hloka thuso ya tshohanyetso kapa tjhe:

- LEFU LA HO WA: *NP, Insert bullets as indicated*

NP, indent paragraph as indicated

Haeba leseae la hao le bontsha ho se kgone ho tsepamisa
kelello leha e le ho eng feela, lebaka la seo e ka nna ya ba
hore le na le lefu la ho wa. Le ka nna la ferekana nakwana
ha le ntse le meneka le ya kwana le kwana.

QUESTION 1B: AFRICAN LANGUAGE**CONTINUED**

- HO TSITSIPANA HLOOHO: NP, insert as indicated

NP, Insert and indent as indicated

Ka mora kotsi kappa how a, sheba hore ha le a lemala
hloohong ka ho sheba hore na mahlo a kgona ho sheba hantle
kapa a a pelekana.

Insert a page break

Candidate: Copy frame, contents and paragraphs from page 1 and paste to page 2:

Na ho hobe ho feta ho bona ha hao?

Lesea la hao le ke se o bolelle moo ho leng bohloko, ho thata
ho tseba haeba le tefa kapa le kula.

Ke ena tataiso ya rona.

Sheba matshwao a latelang ho bona hore na lesea la hao le
hloka thuso ya tshohanyetso kapa tjhe:

NP, Insert as indicated

- MATHATA A HO HEMA:

NP, Insert and indent as indicated

Ho tjhentjha lebala haufi le dipounama le be bolou, ho ka
bontsha ho se fumane moya o anetseng wa ho hema.

- HO TJHA: NP, Insert as indicated

NP, Insert and indent as indicated

Qoba kotsi yah o tjha ha lese aka ho le behella hole le
ditofa le disebediswa tsa motlakase tse kang hitara le
kettlele ya metsi a belang.

QUESTION 2A: DISPLAY	
TIME: 09 minutes	MARKS: 15
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: Double (2)	PAPER: A4 Portrait HYPHENATION: No JUSTIFICATION: Left FONT: Courier New 12 (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 Q2A.2. Proofread, save and print the document as Q2A.3. You may use Spell Check when proofreading.4. Put the printout in your cover.	

It is common for babies to get a mild fever. This is generally not dangerous and can be kept under control by keeping the baby hydrated. However, consult a doctor for any fever if the baby is younger than three months.

The normal cough and runny nose are part of your baby growing up. But it is dangerous if the cold does not get better within three to five days and interferes with the baby's breathing. Take your baby to the doctor when this happens.

QUESTION 2B: DISPLAY	
TIME: 12 minutes	MARKS: 20
MARGINS: LEFT: 1.25 cm (0.5") RIGHT: 1.25 cm (0.5") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A5 Landscape HYPHENATION: Yes JUSTIFICATION: Full FONT: Courier New 10 (CN10) (Unless otherwise indicated)
<ol style="list-style-type: none"> 1. Retrieve the document saved as QUESTION 2A. 2. Change the question number to QUESTION 2B. 3. Process according to the instructions. 4. Proofread, save and print the document as Q2B. 5. Put the printout in your cover. 	

Number the pages at the bottom, right, as page 1 and 2

Insert an endnote as indicated with the words:

[Seizures, head trauma, neck stiffness, breathing problems and burns are emergencies]

IS IT MORE SERIOUS THAN IT LOOKSⁱ? Insert, CN20, bold

≠

Your baby cannot tell you where it hurts, so it is difficult to know when they are really sick¹. Insert footnote 1 as indicated with the words: [It is important to get help to prevent problems from becoming serious]

≠

VOMITING: Insert, CN16

≠

Babies spit occasionally. However, if your baby spits large portions of multiple feedings or vomits after every feeding, you should take your baby to the nearest clinic or doctor.

Insert as indicated

≠

CHANGES IN MOOD: Insert, CN16

≠

Consult a doctor if you notice that your baby is less active than usual or is too fussy and does not stop crying. If your baby is easily irritable or has been crying non-stop, you must consult your doctor. Insert as indicated

Insert a page break

QUESTION 2B: DISPLAY**CONTINUED**

Insert a second endnote as indicated with the words:

[Above the normal 36.5-37.5 °C (97.7-99.5 °F)]

FEVERⁱⁱ: Insert, CN16

≠

It is common for babies to get a mild fever. This is generally not dangerous and can be kept under control by keeping the baby hydrated. However, consult a doctor for any fever if the baby is younger than three months.

≠

Insert footnote 2 as indicated with the words: [Continues for seven to ten days]

COLDS²: Insert, CN16

≠

The normal cough and runny nose are part of your baby growing up. But it is dangerous if the cold does not get better within three to five days and interferes with the baby's breathing. Take your baby to the doctor when this happens.

QUESTION 3A: MAIL MERGE**TIME: 6 minutes****MARKS: 10**

1. Create the following fields/field names.
2. Ensure that your examination number, the question number and your station/computer number appear on the printout.
3. Use Arial, Calibri or Courier New font and a font size to fit. Use landscape orientation.
4. Proofread, save and print the document as Q3A.
5. Put the printout in your cover.

<i>FIELD NAMES</i>	<i>STUDIO 1</i>	<i>STUDIO 2</i>	<i>STUDIO 3</i>
Day	Monday	Tuesday	Wednesday
Date	4, 11, 18, 25	3, 10, 17, 24	8, 15, 22, 29
Month	November 2013	December 2013	January 2014
Time	10:00-11:00	09:00-11:00	15:00-17:00
Age	0-2	2-4	5-7
Name	Dance Junction	Mini Champs	Dance Masters
Contact	Lydia	Elize	Princess
Cell	0846110338	0857221449	0863325500
Fees	R150.00	R200.00	R250.00

QUESTION 3B: MAIL MERGE	
TIME: 12 minutes	MARKS: 20
MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") LINE SPACING: Single (1) (Unless otherwise indicated)	PAPER: A4 Portrait JUSTIFICATION: Centre horizontally and vertically FONT: Courier New 12 (CN12) (Unless otherwise indicated)
<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 Q3B. 2. Insert the fields/field names as indicated and key in the following text. Process according to the instructions. 3. You may use Spell Check when proofreading. 4. Proofread, save and print the document as Q3B. Put the printout in your cover. 5. Merge the documents and save as Q3C. Print the merged documents and put the printouts in your cover. 	

Dancing For All *CN24, uc, bold*

#

Bloemfontein *CN20, uc, bold*

create a frame

#

Dancing is a wonderful activity for children.

#

Dance lessons can teach a child self-confidence, self-discipline, poise and grace.

#

A child introduced to dance at an early age will likely develop a love of the arts and a passion for rhythm and movement.

†

#

QUESTION 3B: MAIL MERGE

CONTINUED

Dancing is lots of fun! u/line

#

Dance Schedule: CN16, uc, bold

#

Dance classes will be available as follows: italics
create a frame

#

Every «Day» on the following dates:

#

«Date» «Month» at «Time» for the
age group «Age» years at «Name».

#

Should you need any further information, contact
«Contact» on «Cell».

#

The fees will be «Fees».

#

#

Dance classes are available for children of
all ages. bold