N640**(E)**(J9)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

INFORMATION PROCESSING N6

(6020286)

9 June 2014 (X-Paper)
09:00 – 12:00

QUESTION PAPER AND INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

HAND TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION

This question paper consists of 30 pages.

<table>
<tr><td>TIME: 3 HOURS
MARKS: 300</td></tr>
</table>

QUESTION PAPER AND INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

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. **You may use a computer ruler, dictionary, ASCII-codes and the template.**

    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.**

Please turn over

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 **DISK (FLOPPY/STIFFY) – PROPERLY MARKED WITH YOUR EXAMINATION NUMBER. 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.**

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:	PAMPHLET	25 minutes	40
QUESTION 4:	FLOW CHART	25 minutes	40
QUESTION 5:	FINANCIAL STATEMENT	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 (CN12)**

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.**

Thousands of people in South Africa suffer from kidney disease, but with the correct diet and lifestyle changes, as well as working closely with your doctor, you can improve your health and quality of life.

The more you understand about your condition, the better you will be able to look after yourself, feel the best you can and avoid unexpected surprises. You need to understand your treatment, what lifestyle changes you need to make and what support structures are available to you.

Knowledge can be very empowering and help you take control of your treatment.

Kidneys are very important organs, because they filter your blood and remove the waste products that your body normally releases from your body. Kidney failure happens when the

Please turn over

kidneys stop working or the level of efficiency is less than ten per cent. When the small filtering units or nephrons are damaged, the kidneys cannot filter waste from the blood, causing waste products and extra fluid starts to build up.

Because these waste products and fluids are poisonous in large quantities, they start to damage the body. When the body cannot get rid of these poisons, you start to feel nauseous and have headaches and dizziness. Your appetite is affected and you won't be able to concentrate or focus properly. You will have itchy skin that starts to turn yellow and oedema (a large build up of fluid in the body's tissues) leading to a higher body weight. High blood pressure, weakening of bones, low red blood cells and iron levels (anaemia) are also symptoms of a kidney disease.

As kidney damage gets worse, the kidneys may stop filtering the blood altogether, resulting in a condition called uraemia. They also stop making certain hormones that are essential for a healthy body. This stage of kidney failure is called stage five or the final stage of kidney disease.

Because there are so many nephrons or filtering units in each kidney, you do not see kidney damage until a large portion of

the kidneys (more than half) is damaged. This may make mild kidney failure difficult to see without specific diagnostic tests like blood and urine tests as well as scans of the kidneys.

High blood pressure, diabetes, infection and inflammation are some of the factors that can lead to kidney failure. Other factors include drugs, poison, radiation as well as hereditary factors.

Proper care and treatment is necessary to treat kidney failure. Kidney failure is linked to many health problems that/ **50 WPM** need to be treated. Without treatment kidney failure will ultimately result in death. Sound nutrition principles, managing how much fluid you take in, regular physical activity and taking medicines as prescribed are the foundation for great/er **55 WPM**

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.**

trs

Unless otherwise stated, / table refers to urban areas   all   italics

Table A - Consumer price index   sp caps, u/line

Group sp caps, bold, centre horizontally and vertically			runs on
All items (CPI [Headline)			
Geographic # indices runs on	CPI for ~~primary~~ # del urban areas runs on		
	CPI for rural # areas[1] runs on		
	cpi per province uc	Western Cape	
		Eastern Cape	
		Northern Cape	
		Free State	
		KwaZulu - Natal	join
		North West	
		Gauteng	
		Mpumalanga	
		Limpopo	runs on

1   / rural CPI is compiled using data from rural and urban # runs on ~~urban~~

areas in acordance with / purchasing patterns of ~~rural~~ residents. sp   stet

runs on

Weight	Index (December 2012 = 100)			% change	in full
	Aug [2013	Sep [2012	Sep [2013	Sep 2013 [vs. [Aug 2013	Sep 2013 [vs. [Sep 2012
100.0	104.3	98.9	104.8	0.5	6.0
61.90	104.4	99.0	104.9	0.5	6.0
17.61	104.0	98.3	104.5	0.5	5.8
15.55	103.9	98.8	103.7	0.8	6.0
8.12	103.5	98.7	104.2	5.6	0.7
1.57	104.0	98.6	104.4	0.4	5.9
5.12	104.0	98.4	104.5	0.5	6.2
15.33	104.0	98.7	104.4	0.4	5.8
5.59	103.5	99.1	104.0	0.5	4.9
36.97	104.6	99.0	105.0	0.4	6.1
5.69	103.6	98.7	104.3	0.7	5.7
6.06	104.4	98.5	104.7	0.3	6.3

bold

trs

runs on   move

QUESTION 3: 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: 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 Q3. 4. Put the printout in your cover.	

1 Landscape 1/4	2 Portrait 1/4	3 Portrait 1/4	4 Portrait 1/4

3 insert as indicated

You can reduce your risk of cancer by adopting a healthy lifestyle.   uc, italics

Here are some important guidelines: bold

• Quit smoking – smoking is related to / development   #

  of around twenty nine diseases.   use figures

• Eat more fruit, fresh vegetables and fish and less salt, #   trs

meat and animal fats.   runs on

                  enough
• Drink every day lots of fresh, clean water.   stet

1 insert as indicated and centre horizontally and vertically

New Hope ~~SA~~ sp caps, bold, del } s/s
Cancer Week 2014   uc, bold   }

⚌

Your cancer association   uc, italics

⚌

committed to making a significant contribution to / }
                                                      } s/s
[development of a healthy and society | caring   trs }

 4 insert as indicated

<u>Your help</u> in the fight against cancer is vital.   italics, uc

⚌
<u>You can make a difference by</u> bold
⚌   contribution
making a ~~donation;~~   stet

⚌
registering as a volunteer;

⚌
ensuring that you are well - informed on cancer   join

issues, including warning signs;

⚌

supporting ʌ research programmes;   ʌour

⚌

| leaving a legacy in your will for the benefit of CANSA. |

becoming a member of <u>cansa</u>;   uc
⚌ move

insert
any bullets

2 insert as indicated

Cancer week is an programme ⌐annual of / Cancer   uc   trs

Association.

=

[Contact your local branch of / Cancer Association and make a   NP   u/line

difference in your comunity.   SP

=

[Remember: With all forms of cancer, / earlier it is detected, the   NP   bold

greater your chance of full recovery.

QUESTION 4: FLOW CHART	
TIME: 25 minutes	MARKS: 40
MARGINS: LEFT: 2.54 cm/1" RIGHT: 2.54 cm/1" LINE SPACING: Single (1) (Except where indicated otherwise)	PAPER: A4 Portrait HYPHENATION: Yes JUSTIFICATION: As indicated FONT: Courier New 12 (CN12) (except flow chart)
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 Q4. 6. Put the printout in your cover.	

▶   move

By the end of June   uc, bold, del

Resourcing / executive structure   uc

| Ipcure wealth insurance - integration process | uc, bold, centre

*insert flow chart here

By end of July   uc, bold

Mapping ʌfunctions for alignment purposes for Wealth **&**   ʌall   in full

ipcure wealth executive Management. / following #   uc   runs on

remain unchanged:

Areas

• Location.   stet

• Targets/focus areas   ⟩ trs
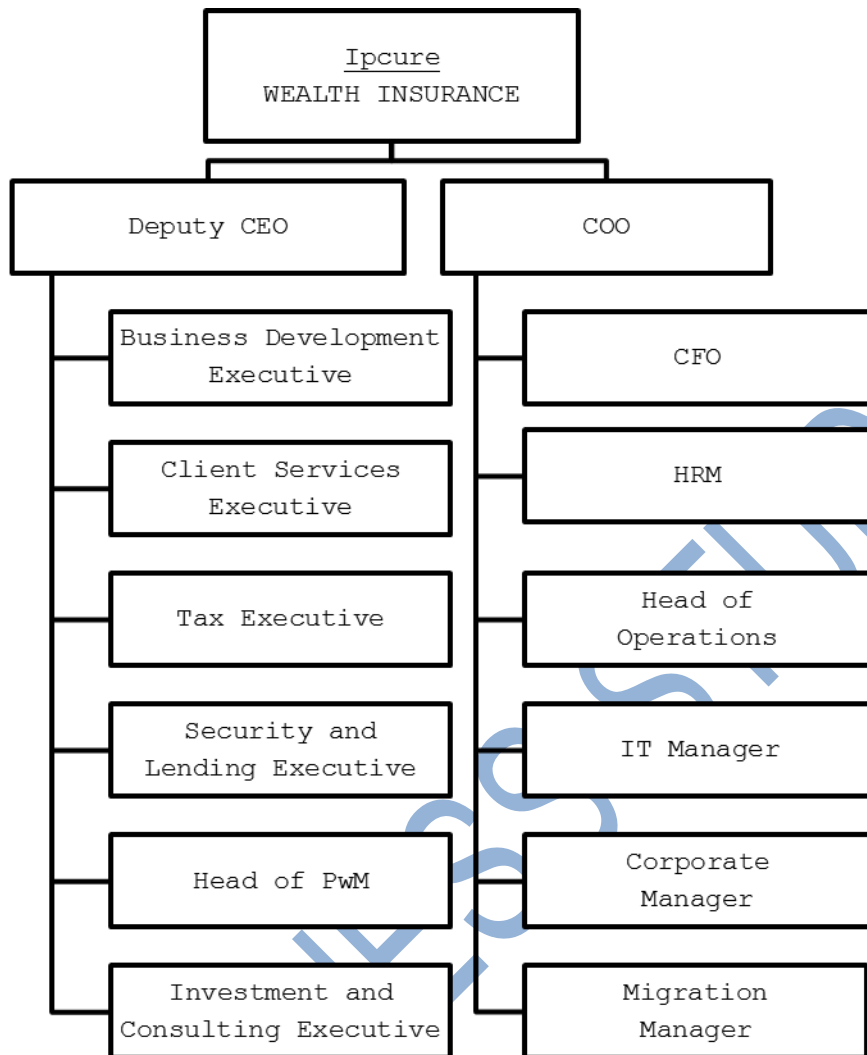
• Bau reporting structures   ⟩ uc

Refining and development of / following structure levels

insert a page break

```
                    ┌─────────────────────┐
                    │       Ipcure        │        sp caps, u/line
                    │   WEALTH INSURANCE   │
                    └─────────────────────┘
              ┌───────────────┴───────────────┐
    ┌─────────────────────┐         ┌─────────────────────┐
    │      Deputy CEO      │         │         COO          │
    └─────────────────────┘         └─────────────────────┘
        │                               │
    ┌─────────────────────┐         ┌─────────────────────┐
    │ Business Development │         │         CFO          │
    │      Executive       │         │                      │
    └─────────────────────┘         └─────────────────────┘
    ┌─────────────────────┐         ┌─────────────────────┐
    │   Client Services    │         │         HRM          │
    │      Executive       │         │                      │
    └─────────────────────┘         └─────────────────────┘
    ┌─────────────────────┐         ┌─────────────────────┐
    │    Tax Executive     │         │      Head of         │
    │                      │         │     Operations       │
    └─────────────────────┘         └─────────────────────┘
    ┌─────────────────────┐         ┌─────────────────────┐
    │     Security and     │         │     IT Manager       │
    │  Lending Executive   │         │                      │
    └─────────────────────┘         └─────────────────────┘
    ┌─────────────────────┐         ┌─────────────────────┐
    │    Head of PwM       │         │     Corporate        │
    │                      │         │      Manager         │
    └─────────────────────┘         └─────────────────────┘
    ┌─────────────────────┐         ┌─────────────────────┐
    │   Investment and     │         │     Migration        │
    │ Consulting Executive │         │      Manager         │
    └─────────────────────┘         └─────────────────────┘
```

*insert flow chart where indicated

╪

BY END OF AUGUST   bold   [Mapping all functions for

alignment purposes for Wealth and IPCURE Wealth Executive Management. /

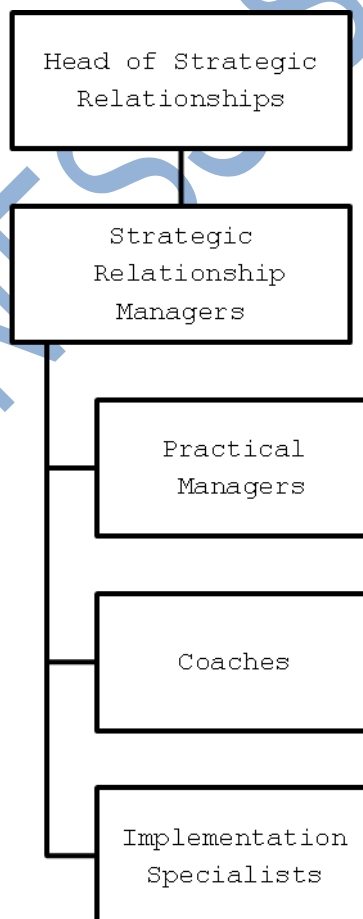following remain un changed: join

 ǂ

- Location
- BAU reporting structures
- Targets/focus areas

 ǂ

Refining and development of / following struckture levels   sp

 ǂ

Integration Discussions Coordinated By / Various

[Wealth Functional Executive Managers   uc, italics, centre

```
┌─────────────────────┐
│  Head of Strategic  │
│   Relationships     │
└─────────────────────┘
┌─────────────────────┐
│     Strategic       │
│   Relationship      │
│     Managers        │
└─────────────────────┘
        ┌─────────────────────┐
        │     Practical       │
        │     Managers        │
        └─────────────────────┘
        ┌─────────────────────┐
        │      Coaches        │
        └─────────────────────┘
        ┌─────────────────────┐
        │   Implementation    │
        │    Specialists      │
        └─────────────────────┘
```

move

 ǂ

QUESTION 5: 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 Portrait JUSTIFICATION: Left FONT: Courier New 12 (CN12) (Except where indicated otherwise)

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 Q5.**
5. **Put the printout in your cover.**

Bestos Relief Trust   CN16, sp caps, bold

⸤

Statement of comprehensive income   CN 14, u/line

[for / year ended 28 February 2014   italics

⸤

/ financial statements reflect / financial position of / trust as at

28/2/2014 and / results of its activities for / year ended   in full

28 February 2014.

bold
column

February [2013   February [2014   move

Notes   [R   [R

Income   uc   25679   37429

Interest received   1   15000   21270

Divitends received   sp   2   2782   2022

Net gain in fair value of financial [assets

at fair value through [profit or loss   3   27443   10229

(Loss)/profit on the disposal of #   del

investments   runs on   -18000   5470
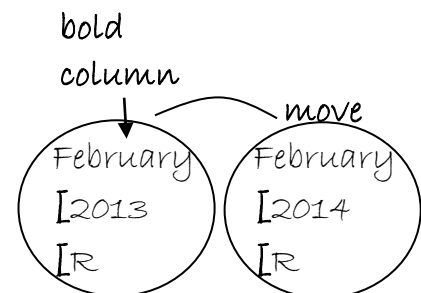
Less: Portfolio fees (including costs)   -1538   -1561

⸤

Sundry income   uc   trs 1375   1189

⸤

Recoveries from Relief Bingo Trust trs	1179	1161
Profit on disposal of property & in full equipment	10	0
Adjustment for VAT claims input	0	213

Expenditure   uc   trs   26868   38804

Total income   uc   -3346   -4617

Total expenses administration 4   2870   4070

Depreciation   475   547

– office building #	333	333
– motor vehicles	30	64
– computer equip ment join	52	66
– fire control equipment	0	28
– office equipment	21	21
equipment		
– office furniture stet	39	36

INCOME/EXPENDITURE CARRIED FORWARD   23522   34187

(incomplete)   italics

       Please turn over

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 (CN12)

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.**

Metswedi yotlhe ya metsi ya tlhago e na le minerala wa

foloraete o o tsenang mo dinokeng ka matlapa le mmu, mme fa go

fitlhelelwa tekano magareng ga foloraete le metsi, seno se

thusa go thibela go bola ga meno.

Ka gonne selekano se se siameng sa foloraete mo metsing se

tiisa meno le go fokotsa go bola ga meno ka 60%, go bothlhokwa

go lekanyetsa foloraete go e tlisa mo selekanong se se

siameng.

Mo dikgaolong tse dingwe tsa naga ga go tlhokege go oketsa

foloraete mo metsing ka gonne go setse go na le e e lekaneng

mo metsing, fela mo dikgaolong tse dingwe e kwa tlase thata,

mme go batlega gore e okdiwe.

WORD PROCESSING

(SECTION B)

YOU HAVE TO WORK VERY FAST

AND ACCURATELY

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

QUESTION 1A: 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 Q1A.**
5. **Put the printout in your cover.**

FIELD NAMES	EMPLOYER 1	EMPLOYER 2
TITLE	Mr	Miss
INITIALS	AJ	R
SURNAME	Swanevelder	Kgogome
ADDRESS	PO Box 412	PO Box 503
CITY	JOHANNESBURG	WINGATE PARK
CODE	2000	0153
SALUTATION	Mr Swanevelder	Miss Kgogome
POSITION	Head of PwM	PA
CATEGORY	D4	C1
DEPARTMENT	Wealth	Administration
DATE	1 February 2014	6 January 2014

QUESTION 1B: MAIL MERGE	
TIME: 12 minutes	MARKS: 20

MARGINS:	PAPER: A4 Portrait
LEFT: 2.54 cm (1")	JUSTIFICATION: Left
RIGHT: 2.54 cm (1")	HYPHENATION: No
LINE SPACING: Single (1)	FONT: Courier New 12 (CN12)
(Unless otherwise indicated)	(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 following text. Process according to the instructions.**
3. **You may use Spell Check when proofreading.**
4. **Proofread, save and print the document as Q1B. Put the printout in your cover.**
5. **Merge the documents and save as Q1C. Print the merged documents and put the printouts in your cover.**

Wealthy Global   *CN24, uc, centre, bold*

Tel: 011 456 6321   565 Smithfield Avenue   *border*
Fax: 011 456 6323   Johannesburg   *uc*
E-mail: wealthyglobal@gmail.com   2001

insert today's date

«TITLE» «INITIALS» «SURNAME»
«ADDRESS»
«CITY»
«CODE»

Dear «TITLE» «SURNAME»

Letter Of Appointment   *CN16, uc, bold*

I am pleased to inform you that your application for «POSITION» was successful. Your job

category is «CATEGORY» and you will be appointed in the «DEPARTMENT» Department.

Your date of appointment is effective from «DATE».

««TITLE» «SURNAME» please confirms your acceptance of this appointment by signing this letter.

Yours sincerely

<u>S Fakude</u>   *CN14, uc, italics*

<u>Human Resource Manager</u>   *CN16, uc, bold*

I, ..., accept the post by signing this letter.   *insert 20 leader dots*

Date: ....   *insert 16 leader dots*

QUESTION 2A: AFRICAN LANGUAGE	
TIME: 09 minutes	MARKS: 15
MARGINS: **LEFT: 2.54 cm (1")** **RIGHT: 2.54 cm (1")** **LINE SPACING: 1.5 (1½)**	**PAPER: A4 Portrait** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Courier New 12 (CN12)**

1. **Retrieve the macro with your examination number, the question number and your station/computer number and change the question number to Question 2A.**
2. **Key in the following text exactly as it is.**
3. **Proofread, save and print the document as Q2A.**
4. **Put the printout in your cover.**

FOLORAETE - DINTLHA

DITSHENYEGELO

MEDICAL RESEARCH COUNCIL

Go tsenya foloraete mo metsing go ja ka fa tlase ga R1 ka
ngwaga. Seno ke leano le le tlhotlhwa-tlase le le teng la
boitekanelo jwa meno. Molemo wa go nna le foloraete mo
metsing ke gore e tlhotlhwa-tlase ga 18 go feta molora wa meno
le go nna tlhotlhwa-tlase ga 61 go feta go thiba diphatlha tsa
meno.

Dinaga tse dintsi di tsenya foloraete mo metsing a tsona, mme
Afrika Borwa le yona e mo motlhaleng wa go dira jaaka tsone.

QUESTION 2B: AFRICAN LANGUAGE	
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** **HYPHENATION: No** **JUSTIFICATION: Left** **FONT: Courier New 12 (CN12)** (Unless otherwise indicated)
1. Retrieve the document saved as Q2A. 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.	

insert a header CN 10, uc, right align
 DEPARTMENT OF HEALTH

insert a footer CN 8, centre

Depotso di ka lebisiwa go: [The Director-General, Department of Health, Private Bag X828, Pretoria, 0001

<u>FOLORAETE – DINTLHA</u>[i]   CN24, bold, centre
insert endnote 1 with the words: Setheo sa Lefatshe sa Boitekanelo

~~MEDICAL RESEARCH COUNCIL~~   del
‡
copy from Question 6
Ka gonne selekano se se siameng sa foloraete mo metsing se tiisa meno le go fokotsa go bola ga meno ka 60%, go bothlhokwa go lekanyetsa foloraete go e tlisa mo selekanong se se siameng.
‡

Mo dikgaolong tse dingwe tsa naga ga go tlhokege go oketsa foloraete mo metsing ka gonne go setse go na le e e lekaneng mo metsing, fela mo dikgaolong tse dingwe e kwa tlase thata, mme go batlega gore e okdiwe[1]. insert footnote 1 with the words:

Setlhopha sa Tlhokomelo ya Tikologo
‡

create two equal columns

<u>DITSHENYEGELO</u> *CN16, bold*
‡
change font size in column 1 to CN10

Go tsenya foloraete mo metsing go ja ka fa tlase ga R1 ka ngwaga. Seno ke leano le le tlhotlhwa-tlase le le teng la boitekanelo jwa meno. Molemo wa go nna le foloraete mo metsing ke gore e tlhotlhwa-tlase ga 18 go feta molora wa meno le go nna tlhotlhwa-tlase ga 61 go feta go thiba diphatlha tsa meno.

Dinaga tse dintsi di tsenya foloraete mo metsing a tsona, mme Afrika Borwa le yona e mo motlhaleng wa go dira jaaka tsone.
‡

cancel columns

insert

Batho ba ba ntseng ba nwa netsi a a nang le selekano se se siameng sa foloraete mo dingwageng tse di fetileng gab a supe ditlamorago tse di kotsi.

insert as indicated

<u>METSI A A TSENTSWENG</u>
<u>FOLORAETE GO RAYA GO RE[2]</u>:
CN16, bold, insert footnote 2 with the words:
Foramo ya Bosetshaba ya Meno

‡
• go fokotsega ga go bola ga meno;
‡
• ditefo tse di mmalwanyana tsa melato ya meno;
‡
• meno a a lebegang a itekanetse;
‡
• matshwenyego a mannye a go bona ngaka ya meno ka ntlha ya gore tlhokomelo ya meno e tla be e se e e tlhakatlhakaneng thata. ~~Lekgotla la Patlisiso la Bongaka~~ *del*

QUESTION 3A: DISPLAY	
TIME: 09 minutes	MARKS: 15
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 (CN12)**

1. **Retrieve the macro with your examination number, the question number and your station/computer number and change the question number to Question 3A.**
2. **Proofread, save and print the document as Q3A.**
3. **You may use Spell Check when proofreading.**
4. **Put the printout in your cover.**

November is Diabetes month and we are awarding double bonus points for blood glucose tests to support early detection and prevention.

With numbers growing by the day, there are about one million South Africans with diabetes. There are different types of diabetes, with type 1 and 2 being the main ones.

There are different factors that play a role in developing type 2 diabetes. Here are some factors that can increase your risk:

Genetics

Ageing

Waist

Obesity

Lack of exercise

QUESTION 3B: 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: A5 Portrait HYPHENTATION: Yes JUSTIFICATION: Full (Justify) FONT: Courier New 12 (CN12) (Unless otherwise indicated)
1. **Retrieve the document saved as QUESTION 3A.** 2. **Change the question number to QUESTION 3B.** 3. **Process according to the instructions.** 4. **Proofread, save and print the document as Q3B.** 5. **Put the printout in your cover.**	

Insert a header, centred, CN10, uc, bold: Blood Glucose Test

Insert footnote 1 and 2 where indicated:

[1]   Type 1 diabetes - the body is unable to produce insulin

[2]   Type 2 diabetes - the body produces insulin, but cannot respond to it effectively

Insert endnote i where indicated: 2500 bonus points

Insert a footer, CN8, centred, bold, u/line:
Take action to detect type 2 diabetes early

Insert a page border

Number the pages at the bottom, right as page 3 and 4

Insert the main heading, CN20, bold, ital: Bonus Wellness Day
‡
November is Diabetes month and we are awarding <u>double</u>   *bold*
                insert endnote 1
<u>bonus points</u>[i] ∧ for blood glucose tests to support   *bold*

early detection and prevention.

‡
With numbers growing by the day, there are about one million
South Africans with diabetes. There are different types

insert footnote 1 and 2

of diabetes, with type 1[1] /and 2[2] / being the main ones.

‡

There are different factors that play a role in developing
type 2 diabetes. Here are some factors that can increase your
risk:

Insert a page break

Genetics   *u/line*

/There is a 40% greater risk if a parent or grandparent has it.

≠

Ageing   *u/line*

/It develops as you age.

‡

Waist   *u/line*

/Tending to carry extra weight around your belly is a great risk factor.

≠

Obesity   *u/line*

/Overweight and obesity increases your risk.

≠

Lack of exercise   *u/line*

/Inactivity can increase your risk for diabetes.