



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N630(E)(N12)H
NOVEMBER EXAMINATION
NATIONAL CERTIFICATE
INFORMATION PROCESSING N4**

(6020254)

**12 November 2015 (X-Paper)
9:00–12:00**

**HAND TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE
EXAMINATION.**

This question paper consists of 20 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N4
TIME: 3 HOURS
MARKS: 300

30 MINUTES ARE ALLOWED TO READ THE INSTRUCTIONS

INSTRUCTIONS AND INFORMATION

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 TIME ACCURACY TEST will only be allowed to enter the classroom AFTER the expiration of the TEN MINUTES allowed for the TIME ACCURACY TEST (QUESTION 1).
2. CANDIDATES are allowed to read through QUESTION 1, the TIMED ACCURACY TEST, up to 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) the test will be collected and be signed by the invigilators directly after the last typed word. **If the TIMED ACCURACY TEST extends to a second page, BOTH PAGES should be signed by the invigilator. TIMED ACCURACY TESTS (QUESTION 1) that are not signed by the invigilator will NOT be marked.** Speed tests will be retained until the completion of the examination where after, in your presence, it will be put into your EXAMINATION COVER.

WORD PROCESSING – SECTION B

1. ANSWER ALL THE QUESTIONS. PROCEDURE FOR QUESTIONS 2A AND 3A: KEY IN, SAVE AND PRINT.
2. PROCEDURE FOR QUESTIONS 1B, 2B and 3B: RETRIEVE, COPY AND PROCESS ACCORDING TO THE INSTRUCTIONS IN THE B PART OF EACH QUESTION. SAVE AND PRINT.
3. PLACE PART A AS WELL AS PART B IN YOUR EXAMINATION COVER.

PRINTING: EXAMINATION PAPER – SECTION A AND B

1. You have to print your answers during three hours allowed for keying in and processing, **no extra time is allowed after the 3 hours of the question paper duration has expired.**
- 2.

Each answer must be printed on a SEPARATE A4 PAPER. Use ONLY ONE SIDE of the paper.

GENERAL: EXAMINATION PAPER – SECTION A AND SECTION B

1. You may use a POCKET CALCULATOR, COMPUTER RULER and a DICTIONARY.
You may also use the ASCII-CODES as well as 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. 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.**
4. In the event of a **COMPUTER or PRINTER DEFECT**, the invigilator will make the necessary arrangement for you to continue with the examination and the ACTUAL TIME LOST will be allowed additionally.
5. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question.
NO QUESTIONS WITHOUT PRINTED EXAMINATION NUMBERS WILL BE MARKED.
If, however, after the expiration of the examination, you find a QUESTION(S) WITHOUT AN EXAMINATION NUMBER, proceed as follows:
6. **AT THE END OF THE EXAMINATION SESSION, HAND IN:**
 - 6.1 EXAMINATION COVER with PRINTOUTS to be marked, IN THE SAME ORDER AS THE QUESTIONS IN THE EXAMINATION PAPER.
 - 6.2 DISK (FLOPPY/STIFFY) – properly marked with your EXAMINATION NUMBER.
 - 6.3 All other printouts. NO PRINTOUTS MAY BE TAKEN OUT OF THE EXAMINATION ROOM or PUT INTO BINS.
7. ANY ATTEMPT TO OBTAIN INFORMATION FROM 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 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: TABLE	33 MINUTES	54
QUESTION 3: LETTER	30 MINUTES	50
QUESTION 4: PROGRAMME	35 MINUTES	56
QUESTION 5: AFRICAN LANGUAGE	12 MINUTES	20
TOTAL	120 MINUTES	200

**TIMED ACCURACY TESTS (QUESTION 1) that are not signed by the
invigilator on all the printouts will NOT be marked.**

**NO QUESTIONS WITHOUT PRINTED EXAMINATION NUMBERS
WILL BE MARKED**

**WORK VERY FAST AND ACCURATELY IN ORDER TO
COMPLETE THE EXAMINATION PAPER**

QUESTION 1: TIMED ACCURACY TEST		MARKS: 20
TIME: 10 MINUTES		
MARGINS:	PAPER:	A4 Portrait
Left: 2.5 cm/1"	HYPHENATION:	No/Off
Right: 2.5 cm/1"	JUSTIFICATION:	Left Off/No
SPEED: 35 wpm (minimum requirement)	LINE SPACING:	1.5 (1 ½) or double(2)
FONT: Courier New 12		
<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 35 and 40 words per minute. 3. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION /COMPUTER NUMBER. 4. Save and print the document as Q1. 5. The TIMED ACCURACY TEST will be collected and signed by the invigilators and handed out at the end of the examination session. You should then place the printouts in your COVER. 		

President Jacob Zuma on Thursday revealed for the first time that the Zuma family would be lodging land claims even as he urged traditional leaders to "get organised" and take advantage of the reopened window for land claims to be made.

Addressing the opening of the National House of Traditional Leaders, he provided no details of the claims his family would make.

It was reported last year that Mr Zuma's nephew, Inkosi Simpiwe Zuma, had launched a land claim targeting more than 60 farms in Impendle in the KwaZulu-Natal Midlands. On Thursday the president issued a stern warning that the new deadline for land claims in 2019 would pass very quickly if there was a failure to get organised.

Government recently reopened the issue of land claims and opened the process to Khoi and San people for the first time.

Departing from his prepared text, Mr Zuma said that part of getting organised should be that traditional leaders co-operate and hire a common pool of lawyers who would research and process all land claims. This would help those poor people who could not afford legal representation to get expert legal advice.

The president said there was still some time before the 2019 expiry date and it should be used to get organised.

He reminded the assembled traditional leaders that government had developed the communal land tenure policy which aims to address a number of "critical challenges".

He said the policy emerged from the Land Tenure Summit Process in September last year.

"It has now evolved into the Communal Land Bill which is expected in Cabinet during the year. The policy aims to clarify, strengthen and formalise the land rights of Communal Area residents - especially the vulnerable - through the introduction of institutionalised land use rights to be held by households."

Mr Zuma said that this intervention would enable household members to have clear rights on land allocated to them, would enable their children to inherit the land, use land rights as collateral to access credit, enter into investment partnerships, and play an active role in how land is distributed, used and allocated to investors.

35 wpm

In this way the lives of thousands of our people who live in communal lands will change for the better as they will be able to use the land allocated to them as an economic resources.

40 wpm

QUESTION 2: TABULAR STATEMENT

MARKS: 54

TIME: 33 MINUTES

MARGINS: Equal margins
FONT: Courier New 12
PAPER: A4 Landscape

JUSTIFICATION: As indicated
LINE SPACING: As indicated

1. Key in your examination number, the question number and your station /computer number.
2. Take all proofreader signs into consideration.
3. Proofread, save and print the document as Q2.
4. Put the printout in your **COVER**.

New Pub/Group														
Sp caps, bold, centre														
[Supplementary Information ¹ U/c]														
Six months ended [R/c]	Commitments		[ital]		Investments and loans				[ital]		[Sp]		Operating lease commitments	
	Unlisted Listed investments	Unlisted investments	Marketable securities	Capital expenditure	Programme & film rights [in full]	Network commitments	Decoder commitments							
	R'm	R'm	R'm	R'm	R'm	R'm	R'm	R'm	R'm	R'm	R'm	R'm	R'm	
30 Jan. 2015	530	600	1 000	500	5 000	900	3 200	970						
22 Mar. 2015	800	500	3 000	800	2 000	2 100	7 000	870						
31 May 2015	700	970	4 000	1 200	3 000	6 300	2 300	770						
25 Feb. 2015	800	860	2 000	6 000	610	9 000	6 700	660						
31 April 2015	650	750	6 500	900	1 000	3 400	400	550						
30 Jun. 2015	400	640	3 200	4 000	400	4 500	2 000	440						

#

- 1 Group has physical operations and-
 2 Joint ventures in nine countries on / continent
 3 Operates in fifty other countries through agents.

Key names of months in, in full

QUESTION 3: LETTER**MARKS: 50****TIME: 30 MINUTES****MARGINS:****Left:** Use **LETTERHEAD****Right:** 2.5 cm (1"/10⁰)**FONT:** Courier New 12**PAPER:**

A4 Portrait

HYPHENATION:

Yes

JUSTIFICATION:

Left Off/No

LINE SPACING:

Single, with double line spacing between paragraphs

1. Retrieve the letterhead Q3 on your network/hard disk/stiffy/memory stick.
2. Key in your examination number and your station /computer number as a footer.
3. Proofread, you should also use spell check when proofreading, save and print the document as Q3.
4. Put the printout in your **COVER**.

Today's date in descending

Move

To: #Directors, Deputy Directors, Head of department

Display correctly

#

Annual wage negotiations 2015/2016

U/c, Bold

#

City managers circular no 22/2015

U/c

in full

-riches

stet

The parties to / S.A. Local Government Bargaining Council have reached agreement on / wage increase for 2015/2016 financial year as follows are:

del

#

Sp

in ful

U/line

1. An acros / board increase of five percent with effect from 2015-07-01 calculated on basic salaries as at 31 June 2015. [2. || With effect from 1 July 2015, the minimum wage payable shall be R3#500. [3. || A further one percent across / board increase with effect from 1 January 2016 calculated on basic salaries as at 31 December 2015.

trs

- [4. The minimum wage will increase to R3#750. [Further relating details to / three year (multi-year) Wage and Salary Collective Agreement will be communicated in due course.

As notification of this wage agreement arrived too late for / July 2015 pay run, / increases for July will be included in employees August 2015 pay.

Hlekani Mg, City Manager

Display correctly

letter space

Find five percent and replace with 5%, one percent with 1%

QUESTION 4: PROGRAMME		MARKS: 56
TIME: 35 MINUTES		
MARGINS:	PAPER:	A4 Portrait
Left: 2.5 cm (1"/10 ⁰)	LINE SPACING:	As indicated
Right: 2.5 cm (1"/10 ⁰)	FONT:	Arial 12 and as indicated
1. Key in your examination number, the question number and your station /computer number. 2. Take all proofreaders' signs into consideration. 3. Proofread, save and print the document as Q4. 4. Put the printout in your COVER .		

Executive secretaries associations }
 [Seminar: / electronic office

U/c, centre, bold

*^ Insert U/c, centre

U/c, bold

08:00-09:00	Registration	Tea and Cofee	Indoor sports centre
#	# in full	#	#
09:00-09:10	Opening & Welcome	Mr B Button: Chairperson, Vhembe Chapter	Sibasa Town Hall
09:10-10:15	/ Electronic Revolution	Ms NL Mashile: Managing Director, Computer Apple	Sibasa Town Hall
10:15-10:45	Video: / electronic Secretary		Room 3 ital
10:45-11:00	Tea Juice del		Indoor sports centre
11:00-12:00	Graphic applications for / office	Mr John Khubana: Managing Director, Microsoft Office	Room 3 ital
12:00-12:45	Practical applications and troubleshooting		Cafeteria
12:45-13:30	Lunch		Room 3 ital
13:30-14:30	Multimedia application	Mrs M Booi: Course Developer, University of Pretoria	Room 3 ital
14:30-15:00	Multimedia workshop	Mrs M Booi	Room 3 ital
15:00-15:15	Tea		Indoor sports centre
15:15-15:45	Question time and trouble shooting		Sibasa Town Hall
15:45-16:00	Conclusion u/line	Mr B Button	

Vhembe Tvet College } *^
 Wednesday, 15 June 2015

QUESTION 5: AFRICAN LANGUAGE		MARKS: 20
TIME: 12 MINUTES		
MARGINS:	PAPER:	A4 Portrait
Left: 2.5 cm (1"/10 ⁰)	HYPHENATION:	No/Off
Right: 2.5 cm (1"/10 ⁰)	JUSTIFICATION:	Left Off/No
FONT: Courier New 12	LINE SPACING:	1.5 (1 ½)
1. Key in your examination number, the question number and your station /computer number. 2. Proofread, save and print the document as Q5. 3. Put the printout in your COVER .		

AFURIKA TSHIPEMBE NAMUSI

Ndi vhudifhinduleli ha mushumisi munwe na munwe wa bada, vho ralo muphuresidente Vho Zuma namusi. "ri khou humbela vhashumisi vhothe vha bada uri vhavhe na u kondelela nyana.

Muphuresedente vho tamela mashudu vhadzulapo vhothe vha Afrika tshipembe kha holodeyi ya nwaha muswa.

Kha ri humele mishumoni yashu ro vhulungea na mafulufulu ri bvele phanda na u fhata shango lashu, ikonomi na vhathu vhothe.

TOTAL SECTION A: 200

WORD PROCESSING

(SECTION B)

YOU HAVE TO WORK VERY FAST

AND ACCURATELY

QUESTION 1:	PARAGRAPHS	A	00 MINUTES	00
		B	18 MINUTES	25
QUESTION 2:	CURRICULUM VITAE	A	08 MINUTES	14
		B	12 MINUTES	22
QUESTION 3:	MENU	A	08 MINUTES	14
		B	14 MINUTES	25
TOTAL			60 MINUTES	100

QUESTION 1A: PARAGRAPHS		WORD PROCESSING	
TIME: ALREADY KEYED IN		MARKS: 00	
MARGINS:		PAPER:	A4
Left:	3.81 cm (1.5"/15 ⁰)	HYPHENATION:	Yes
Right:	3.81 cm (1.5"/15 ⁰)	JUSTIFICATION:	Full
FONT:	Arial 12	LINE SPACING:	Double (2)
<ol style="list-style-type: none"> 1. This document has already been keyed in and saved on your network/hard disk/disk (stiffy/memory stick) as Q1A. 2. Retrieve the document. Proofread it carefully using the example below and correct errors if necessary. 3. Process according to instructions in QUESTION 1B. 			
OR			
<p>If the document has not been keyed in, you must key it in according to the example below. Proofread and save it as Q1A. Process according to instructions in QUESTION 1B.</p> <p>DO NOT PRINT QUESTION 1A</p>			

Life is by nature an art and a science influenced by intuition, relationships and the mastery of socio-political context. The rise and fall of a professional is dependent on the ability to dance with a diversity of emotions, relationships and connections. Life as science is anchored on rules and agreements that regulate relationships, cementing performance agreements and determining the money-making model that acknowledges each person's contribution and value.

The following pillars are at the core of success in career growth: personal passion linked to relevant talents and skills, ability to listen to your inner voice and the external noises that come from those who love you and those who despise you, and sift what is true or false to build personal distinctiveness, and The courage to introspect and acknowledge strengths and limitations without fear. This helps to explore options with boldness and make choices in spite of pain of the unknown and discomfort. When this happens, there is greater ownership and accountability.

QUESTION 1A (CONTINUED)

At the core of your personal journey and career progression, you need strength of vision, clarity of consequences and benefits, resilience and self-trust, and knowledge of the personal values and principles that inform your character.

The strength and depth of conviction and passion, understanding of personal talents and skills and how these respond to opportunities is ultimately the winning formula.

Human relations are sustained by quality of energy, influenced by common need, and cemented by spiritual and emotional bonds. Therefore, career growth and progression require constantly revisiting those simple but complex matters that influence relationships. I'm not stating this based on any theory, but from personal experience. The most empowering and fulfilling jobs I have had were not based on application but pure chemistry and the meeting of opportunity and talent.

Careers progress and new opportunities open up when passion and energy meet the skill and talent that build legacies in every area of work. When work becomes a calling and an expression of self – supported by talent, innovation and passion to go beyond job descriptions and set times – a difference is made; the input is felt by your presence and the good work speaks for itself.

Career progression follows inner energy and passion. There are no qualms about what drives my life and profession.

QUESTION 1B: PARAGRAPHS		WORD PROCESSING
TIME: 18 MINUTES		MARKS: 25
MARGINS:	PAPER:	A4
Left: 2.5 cm (1"/10 ⁰)	HYPHENATION:	Yes
Right: 2.5 cm (1"/10 ⁰)	JUSTIFICATION:	Left Off/No
FONT: CN 12	LINE SPACING:	Single, except where otherwise indicated.

- Retrieve the document that was keyed in and saved on your network/hard disk/disk (stiffy/memory stick) as **Q1A**.
- Change the QUESTION NUMBER to **1B**.
- Process according to instructions in QUESTION 1B.
- Proofread, save and print the document as **Q1B**. You may use spell check when proofing.
- Put the printout in your **COVER**.

*^ what is life?

Insert

u/c, bold 18pt

sp

U/c, bold

1. Life is by nature an art and a science influenced by intuition, relationships and the mastery of socio-political context. [^1.1 the rise and fall of a professional is dependent on the ability to dance with a diversity of emotions, relationships and connections. [2. Life as science is anchored on rules and agreements that regulate relationships, cementing performance agreements and determining the money-making model that acknowledges each person's contribution and value.

U/c, bold

3. The following pillars are at the core of success in career growth: [3.1

personal passion linked to relevant talents and skills, ability to listen to your inner voice and

ital

Arrange sub-paragraph 3.1-3.4 in correct order, s/s

[3.3 the external noises that come from those who love you and [3.4 those who despise you, and sift what is true or false to build personal distinctiveness, and [3.2 The courage to introspect and acknowledge strengths and limitations without fear. [4. This helps to explore options with boldness and make choices in spite of pain of the
 3 2 1
unknown and discomfort.

trs

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[When this happens, there is greater ownership and accountability.

U/c, bold

QUESTION 1B (CONTINUED)

[5. At the core of your personal journey and career progression: [5.1 you need strength of vision, [5.2 clarity of consequences and benefits, [5.3 resilience and self-trust, [5.4 and knowledge of the personal valued and principles that inform your character.

Sub-par 5.1-5.4 change to CN 8, s/s

In full

6. The strength & depth of conviction and passion, understanding of personal talents and skills and how these respond to opportunities is ultimately the winning formula.

7. Human relations are sustained by quality of energy, influenced by common need, and cemented by spiritual and emotional bonds. Therefore, career growth and progression require constantly revisiting those simple but complex matters that influence relationships. I'm not stating this based on any theory, but from personal experience. [10. the most empowering and fulfilling jobs I have had were not based on application but pure chemistry and the meeting of opportunity and talent.

del

Create page border on both pages

9. Careers progress and new opportunities open up when passion and energy meet the skill and talent that build legacies in every area of work. When work becomes a calling and an expression of self – supported by talent, innovation and passion to go beyond job descriptions and set times – a difference is made; the input is felt by your presence and the good works speaks for itself.

8. Career progression follows inner energy and passion. There are no qualms about what drives my life and profession.

Number page 2, top left

Candidate: Arrange paragraphs in numerical order, in single line spacing with double line spacing between paragraphs

Insert as footer: Difference between life and death. Arial 10

QUESTION 2A: CURRICULUM VITAE**WORD PROCESSING****TIME: 8 MINUTES****MARKS: 14**

MARGINS:	PAPER:	A4 Portrait
Left: 2.5 cm (1"/10 ⁰)	HYPHENATION:	No/Off
Right: 2.5 cm (1"/10 ⁰)	JUSTIFICATION:	Left Off/No
FONT: Courier New 12	LINE SPACING:	Single

<ol style="list-style-type: none"> 1. Key in your examination number, the question number and your station /computer number. 2. Take all proofreader signs into consideration. 3. Proofread, save and print the document as Q2A. 4. You may use SPELL CHECK when you proofread. 5. Put the printout in your COVER.
--

Curriculum Vitae

Surname: Booi

First Name: Crisby

Date of birth: 12 January 1984

ID Number: 8401125035089

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 2B: CURRICULUM VITAE
TIME: 12 MINUTES

WORD PROCESSING
MARKS: 22

MARGINS:**Left:** 3.75 cm (1.5"/15⁰)**Right:** 2.5 cm (1"/10⁰)**FONT:** Arial 12 and as indicated**PAPER:**

A4 Portrait

HYPHENATION:

Yes

JUSTIFICATION:

Left Off/No

LINE SPACING:

Single, with double line spacing between lines

1. Retrieve Question 2A.
2. Change the question number to 2B.
3. Process according to the instruction in Question 2B
4. Proofread, save and print the document as Q2B. You may use SPELL CHECK when you proofread.
5. Put the printout in your **COVER**.

Set a tab stops at 4"/9cm

Curriculum Vitae

U/C, bold, 18pt

A PERSONAL DETAILSSurname:

Booi

First Name:

Crisby

Date of birth:

12 January 1984

ID Number:

8401125035089

Contact number:

072 0581790

*A[PO Box 2212

Bellville

U/c

S/S

7535

[Nationality:

SA

In full

Status Marital:

trs

Married

Health:

Good

Venda

stet

Home language:

Tsonga

Other languages:

English & Zulu

In full

Drivers licence:

Code 08

Dependent:

three

replace with figures

Employer:

ABSA

Occupation:

Credit Manager

Monthly income:

R15 000

Candidate: All underlined headings in u/c

----- page break -----

^ Tertiary Education^ Institution:

^ Tswane College

^ Course:

^ Financial Management

Number page 2 top right

Insert any page border of your choice on both pages

QUESTION 3A: MENU**TIME: 08 MINUTES****WORD PROCESSING****MARKS: 14**

MARGINS: Left: 3.75 cm/1.5" Right: 2.5 cm/1" FONT: Courier new 12	PAPER: A4 Portrait HYPHENATION: No/Off JUSTIFICATION: Left Off/No LINE SPACING: Single with double between paragraphs and as given
1. Key in your examination number, the question number and your station /computer number. 2. Take all proof readers' signs into consideration. 3. Proofread, save and print the document as Q3A. 4. You may use SPELL CHECK when you proofread. 5. Put the printout in your COVER .	

Menu

Greek Salad

Chicken Wings

Lamb Cutlets

Tuna Salad

Meat

Roast Lamb

Roast Beef

Lamb Ribs

½ Grilled Chicken

Chicken Kebabs

Chicken Breasts

Spinach

Baby Potatoes

Creamy Cauliflower

Butterfish
Kingklip
Catch of the Day

Cheese Cake
Trifle
Fresh Fruit Salad
Ice-cream

QUESTION 3B: MENU**TIME: 14 MINUTES****WORD PROCESSING****MARKS: 25**

MARGINS:	PAPER:	A4 Portrait
Left: 2.5 cm/1"	HYPHENATION:	No/Off
Right: 2.5 cm/1"	JUSTIFICATION:	Left Off/No
FONT: Courier new 12	LINE SPACING:	As indicated

1. Retrieve the document saved as Q3A.
2. Change the question number to Q3B.
3. Take all proof readers' signs into consideration.
4. Proofread, save and print the document as Q3B.
5. You may use SPELL CHECK when you proofread.
6. Put the printout in your **COVER**.

*^ Adams Apple Restaurant
Mall of the North

U/c, bold

Menu

sp caps, del u/line

^ insert amount, Block right

^ Starters

U/c, bold

Insert leader dots

v

[Greek Salad R15,00
Chicken Wings R20,00
Lamb Cutlets R25,00
Tuna Salad R20,00

^ Main Course

U/c, bold

^ Meat

Roast Lamb R40,00
Roast Beef R35,00
Lamb Ribs R35,00

^ Chicken

U/c, bold

[½ Grilled Chicken R35,00
Chicken Kebabs R45,00
Chicken Breasts R45,00

Λ Vegetables

U/c, bold

[Spinach	R7,00
Baby Potatoes	R6,00
Creamy Cauliflower	R7,00

Λ Fish baked or grilled

U/c, bold

[Butterfish	R40,00
Kingklip	R45,00
Catch of the Day	R40,00

Λ Desserts

U/c, bold

[Cheese Cake	R12,00
Trifle	R12,00
Fresh Fruit Salad	R12,00
Ice-cream	

del

TOTAL SECTION B: 100
GRAND TOTAL: 300