



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NATIONAL CERTIFICATE

INFORMATION PROCESSING N4

(6020254)

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09:00–12:00

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N4
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 timed accuracy 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 and 5: 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 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 the letterhead, 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: EXAMINATION PAPER (SECTION A AND SECTION B)

1. You may use a computer ruler, a 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 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 at 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. Students' 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.
-

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	32 minutes	52
QUESTION 3: CIRCULAR LETTER	35 minutes	60
QUESTION 4: APPLICATION FORM	31 minutes	48
QUESTION 5: AFRICAN LANGUAGE	12 minutes	20
TOTAL	120 minutes	200

QUESTION 1: TIME ACCURACY TEST**TIME: 10 MINUTES****MARKS: 20**

MARGINS: LEFT: 2.5 cm/1" RIGHT: 2.5 cm/1" SPEED: 35 wpm (minimum requirement) FONT: Courier New 12 pt (CN12)	PAPER: A4 portrait HYPHENATION: No JUSTIFICATION: Left LINE SPACING: 2 (double)
<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 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.	

As home to the famed Big Five - lion, elephant, rhino, leopard and buffalo - South Africa is renowned throughout the world for its magnificent diversity of wildlife and its game reserves.

Game viewing is a popular pastime for both local and international tourists and South Africa has an abundance of public and private game reserves, encompassing an amazing variety of landscapes, from forests to wide open bushveld and mountains to the sparkling ocean shore.

Accommodation is plentiful and varied and game viewing safaris can be enjoyed on foot, from four-by-four vehicles, on horseback or even riding on the back of an elephant - all depending on where you are.

The Kruger National Park is arguably the most well-known of

QUESTION 1: TIME ACCURACY TEST (CONTINUED)

South Africa's national game reserves while the Addo Elephant Park in the Eastern Cape and the Hluhluwe Imfolozi Game Reserve in KwaZulu Natal also enjoy a well-earned reputation for their wildlife management and conservation efforts.

But there are plenty of smaller reserves throughout South Africa which should not be overlooked. Be sure to check out what is available in the area you are visiting.

South Africa's game reserves are teeming with birdlife with around 850 species recorded throughout the country and are prime destinations for keen birders from within the country's borders and beyond.

Also not to be overlooked are the little creatures such as meerkats, foxes, porcupines and aardvarks found in the reserves.

But of course it is the larger animals that leave the greatest impression. The silhouette of a graceful giraffe against the sunset is not only a picture postcard; it is a reality that you could experience on a visit to South Africa's game reserves.

→ 35 wpm

QUESTION 1: TIME ACCURACY TEST (CONTINUED)

Come and discover the rich biodiversity and untamed beauty of South Africa nature reserves and national parks. From the airy peaks of the Drakensberg, to dense forests, arid deserts and beautiful coastline,

40 wpm

[20]

QUESTION 2: TABULAR STATEMENT**TIME: 32 MINUTES****MARKS: 52**

MARGINS:	Equal margins	JUSTIFICATION:	As indicated
FONT:	Courier New 10 pt	LINE SPACING:	Single except where indicated otherwise
PAPER:	A4 landscape		

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.

South African Game Reserve¹

1 / following is a sample of thousands of species of wildlife found in SA.

Change all underlined column headings to uc

Manveleti [GR]	Mala Mala [GR]	Amakhala [GR]	Shamwari [GR]	Tswalu [GR]	Mkuze [GR]	Kariega [GR]	Sabi Sands [GR]
Provinces [ital]							
Limpopo	Mpumalanga	KwaZulu Natal	Eastern [Cape]	Western [Cape]	Free State	Northern [Cape]	Mpumalanga
Animals	Length Size	Weight	Type	Diet	Height	Life-span	Pregnancy [period]
Lions #	650/250	190 kg	Mammals	Carnivores	1.2 m	20 years	110 days
Elephant #	1642/634	6000/15000 kg	Mammals	Herbivores	2.7 m	70 years	18-22 months
Zebra #	3.5/5	440/990 kg	Mammals	Herbivores	1.1 m	25 years	360-396 days
Buffalo #	620	590 kg	Mammals	Herbivores	183 m	20 years	11 months
Rhino #	800	800 kg	Mammals	Herbivores	1.7 m	35 years	16-18 months
Kudu #	122/150	190/315 kg	Mammals	Herbivores	90-110 cm	23 years	240 days

Candidate: Change GR to Game Reserve

[move]**[52]**

QUESTION 3: CIRCULAR LETTER**TIME: 35 MINUTES****MARKS: 60**

MARGINS: LEFT: 3.81 cm/1.5" RIGHT: 2.54 cm/1" FONT: Courier New 12 pt PAPER: Letterhead	HYPHENATION: Yes JUSTIFICATION: Left LINE SPACING: Single, with double line spacing between paragraphs
1. Retrieve the letterhead QUESTION 3 on your network/hard disk/memory stick. 2. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/COMPUTER NUMBER as a footer. 3. Take all proofreading signs into consideration. 4. Proofread, save and print the document as Q3. 5. Put the PRINTOUT in your EXAMINATION FOLDER.	

Insert today's date in descending order

+>move

Top 10 Game Reserves of SA [uc, bold, u/line, centre, in full]

#

To: minister of agriculture and forestry [uc]

#

[1. # Kruger Park [# It offers / best wildlife experiences in Africa.

[del]

[2. # Kgalagadi Transfrontier Park Station [# It is situated approximately 250#km from Upington in / far Northern Cape and 904#km from Jhb. [4. # Sabi Sands GR [# It is undoubtedly / most exclusive private GR in SA. [3. # Pilanesberg GR [# It covers some 55#000 hectare and is / fourth largest in Southern Africa.

[5. # Greater St. Lucia Wetlands Park [# It was declared South Africa's first Natural World Heritage Site on 1999-12-01. [date in full]

[trs]

[sp]

[6. # Mapungubwe Park[National [# It shows remains of / human occupation in and around 850#AD. [Insert page break and number second page as 2 at the top, left]

[7. # Shamwari GR [# It is / Southernmost, big game private reserve in Africa.

[8. # Hluhluwe Umfolozi Game Park [# Set in / heart of Zululand, this is / oldest GR in Africa. [10. # Madikwe GR [# It is situated 90#km north of Zeerust. [9. # Addo Elephant Park [# It is situated in a malaria free area just one hour's drive from / SA A city of Port Elizabeth. A coastal

#

#

1 letter space

GR Manager [uc, italics, underline]

Candidate:

1. Arrange paragraphs in numerical order and indent.
2. Change all numbered paragraph headings to capital letters and bold.
3. Replace GR to Game Reserve, SA to South Africa, Jhb to Johannesburg.

[60]

QUESTION 4: APPLICATION FORM**TIME: 31 MINUTES****MARKS: 48**

MARGINS: LEFT: 2.5 cm (1") RIGHT: 2.5 cm (1") FONT: Arial 12 pt (Except where indicated otherwise)	PAPER: A4 portrait HYPHENATION: No LINE SPACING: As indicated
---	--

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 Q4.
4. Put the PRINTOUT in your EXAMINATION FOLDER.

SA Game Reserve [in full, uc, bold, centre, 18 pt]

#

Personal particulars [uc, bold]

#

Surname											
First name(s)											
ID No	<small>[in full]</small>										
Date of birth											
<small>[sp]</small>	Are <u>yu</u> a South African citizen?	<small>[uc]</small>	yes	<small>[uc]</small>	no						
Postal address				Residential address							
Postal code											
Cell phone				E-mail							
Marital status		Married		Single		Divorced		Widow		<small>[del]</small>	
Qualifications		<small>[uc, ital, centre]</small>									
Highest grade passed in school (Please mark with an X)											
Below grade <u>ten</u>		Grade <u>ten</u>		<small>[use figures]</small>		Grade <u>eleven</u>		Grade <u>twelve</u>			
Specify name of school		<small>[uc, ital, centre]</small>									
Institution											
Degree/Diploma											
Main subjects											
Proficiency		<small>[stet]</small>									
Language proficiency		<small>[uc, ital, centre]</small>									
English	Speak	Write		Read							
Afrikaans	Speak	Write		Read							
Venda	Speak	Write		Read							

#

I hereby aply for a post in / South African Game Reserve. [I realise that there [NP] are a number of posts & that no promise has been made to me about A limited an appointment or post in / South African Game Reserve.

[48]

QUESTION 5: AFRICAN LANGUAGE**TIME: 12 MINUTES****MARKS: 20**

MARGINS:	PAPER:	A4 portrait
LEFT: 2.54 cm (1")	HYPHENATION:	No
RIGHT: 2.54 cm (1")	JUSTIFICATION:	Left
FONT: Courier New 12 pt	LINE SPACING:	Double (2)
1. Key in your EXAMINATION NUMBER, the QUESTION NUMBER and your STATION/ COMPUTER NUMBER as a header.		
2. Proofread, save and print the document as Q5.		
3. Put the PRINTOUT in your EXAMINATION FOLDER.		

Ndi zwavhudi u divha shango la hashu na u divha zwithu zwo
fhambanaho zwine zwa wanala khalo zwa mupo, vhudimvumvusi, pfunzo,
zwa milayo, zwa masheleni na zwinwe-vho.

Ndivho ya shango i thusa uri ri kone u vha na mukovhe kha shango
lashu la demokirasi li neaho vhathu zwickhala zwo edanaho na ndugelo
ya u dzula hune vha

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

WORD PROCESSING**SECTION B****WORK FAST AND ACCURATELY**

QUESTION 6:	PARAGRAPHS	A	Already keyed in	-
		B	15 minutes	25
QUESTION 7:	DISPLAY WORK	A	10 minutes	17
		B	14 minutes	23
QUESTION 8:	ADVERTISEMENT	A	7 minutes	12
		B	14 minutes	23
TOTAL			60 MINUTES	100

QUESTION 6A

DOCUMENT:	Paragraphs	PAPER:	A4
MARGINS:		HYPHENATION:	No
LEFT:	3.81 cm (1.5")	JUSTIFICATION:	Justify
RIGHT:	3.81 cm (1.5")	LINE SPACING:	Double (2)
FONT:	Arial 12 pt	MARKS:	0
TIME FOR KEYING IN: 0 minutes			
INSTRUCTIONS TO CANDIDATES: Following is the example of QUESTION 6A which has already been keyed in. Use the information to proofread the question on the screen. Make sure that you work on the already keyed-in QUESTION 6A.			

Elephants are large mammals of the family Elephantidae and the order Proboscidea. Two species are traditionally recognised: The African elephant and the Asian elephants. Some evidence suggests that African bush elephants and African forest elephants are separate species. Elephants are scattered throughout sub-Saharan Africa, South Asia and Southeast Asia.

Elephantidae is the only surviving family of the order Proboscidea. Other extinct members of the order include deinotheres, gomphotheres, mammoths and mastodons. All elephants have several distinctive features, the most notable of which is a long trunk or proboscis used for many purposes particularly breathing, lifting water and grasping objects. Their incisors grow into tusks which can serve as weapons and as tools for moving objects and digging. Elephants' large ear flaps help to control their body temperature. Their pillar-like legs can carry their great weight. African elephants have larger ears and concave backs while Asian elephants have smaller ears and convex or level backs.

QUESTION 6A (CONTINUED)

Elephants are herbivorous and can be found in different habitats including savannahs, forests, deserts and marshes. They prefer to stay near water. They are considered to be keystone species due to their impact on their environments. Other animals tend to keep their distance from elephants while predators such as lions, tigers, hyenas and wild dogs usually target only young elephants. Females tend to live in family groups which can consist of one female with her calves or several related females with offspring. The groups are led by an individual known as the matriarch, often the oldest cow. Elephants have a fission-fusion society in which multiple family groups come together to socialise.

Males leave their family groups when they reach puberty and may live alone or with other males. Adult bulls mostly interact with family groups when looking for a mate and enter a state of increased testosterone and aggression known as musth which helps them gain dominance and reproductive success. Calves are the centre of attention in their family groups and rely on their mothers for as long as three years. They communicate by touch, sight, smell and sound; elephants use infrasound and seismic communication over long distances. Elephant intelligence has been compared with that of primates and cetaceans. They appear to have self-awareness and show empathy for dying or dead individuals of their kind. African elephants are listed as vulnerable by the IUCN while the Asian elephant is classed as endangered. One of the biggest threats to elephant populations is the ivory trade as the animals are poached for their ivory tusks. Other threats to wild elephants include habitat destruction and conflicts with local people. Elephants are used as working animals in

QUESTION 6A (CONTINUED)

Asia In the past they were used in war; today they are often controversially put on display in zoos or exploited for entertainment in circuses. Elephants are highly recognisable and have been featured in art, folklore, religion, literature and popular culture

NO MARKS ARE ALLOCATED FOR THIS QUESTION.

QUESTION 6B – PROCESSING**TIME FOR PROCESSING: 15 minutes****MARKS: 25**

1. Retrieve the document saved as Q6A and immediately change the document name to Q6B. Process according to the instructions.
2. Change the left- and right-hand margin to 2.54 cm/1".
3. Justification must be left and use the hyphenation function.
4. Change line spacing to single-line spacing with double-line spacing between paragraphs and indent.
5. Do ALL the processing as indicated in the text.
6. Proofread, print and save the document as 6BQ.
7. Put the PRINTOUTS in your EXAMINATION COVER.

Candidate:

1. Arrange paragraphs in numerical order.
2. Change all main paragraph headings that are underlined to capital letters, bold and double underlined.
3. Replace IUCN with International Union for Conservation of Nature.
4. Insert a footer in Courier New 10 pt and right-aligned with the following words: We are proud of the South African Game Reserves!!!

Find African elephant(s) and change to uc, bold, ital**A South African Elephants****insert, sp caps, bold, centre, CN14 pt****‡**

1. ‡ Elephants are large mammals of the family Elephantidae and the order Proboscidea [1.1‡ Two species are traditionally recognised: [1.1.1‡ The African elephant and 1.1.2 the Asian elephants. ~~del s~~ [1.2‡ Some evidence suggests that African bush elephants and African forest elephants are separate species. [3.‡ Elephants are scattered throughout sub-Saharan Africa, South Asia and Southeast Asia

QUESTION 6B (CONTINUED)

[3.1] Elephantidae is the only surviving family of the order Proboscidea. Other extinct members of the order include A deinotherees, gomphotheres, mammoths and A mastodons. [3.2] All elephants have several distinctive features, the most notable of which is a long trunk or proboscis used for many purposes particularly breathing, lifting water and grasping objects. [3.3] Their incisors grow into tusks which can serve as weapons and as tools for moving objects and digging. [2.] Elephants' large ear flaps help to control their body temperature [2.2] Their pillar-like legs can carry their great weight. [2.1] African elephants have larger ears and concave backs while Asian elephants have smaller ears and convex or level backs.

-----Insert a page break after subparagraph 3.3-----

Insert page numbers top, left from page 2:

[4.] Elephants are herbivorous and can be found in different habitats including savannahs, forests, deserts and marshes [4.1] They prefer to stay near water. [4.2] They are considered to be keystone species due to their impact on their environments. [4.4] Other animals tend to keep their distance from elephants while predators such as [4.4.1] lions, [4.4.2] tigers, replace tigers with leopards [4.4.3] hyenas and [4.4.4] wild dogs usually target only young elephants. [4.5] Females tend to live in family groups which can consist of one female with her calves or several related females with offspring. [4.3] The groups are led by an individual known as the matriarch, often the oldest cow. Elephants have a fission-fusion society in which multiple family groups come together to socialise.

-----Insert a page break after subparagraph 4.5-----

QUESTION 6B (CONTINUED)

[6. Males leave their family groups when they reach puberty and may live alone or with other males [6.2 ¶ Adult bulls mostly interact with family groups when looking for a mate and enter a state of increased testosterone and aggression known as must which helps them gain dominance and reproductive success. [6.1 ¶ Calves are the centre of attention in their family groups and rely on their mothers for as long as three years. ~~They communicate by touch, sight, smell and sound; elephants use infrasound and seismic communication over long distances.~~ del

[5. ¶ Elephant intelligence has been compared with that of primates and cetaceans

[5.1 ¶ They appear to have self-awareness and show empathy for dying or dead individuals of their kind. [5.1.1 ¶ African elephants are listed as vulnerable by the IUCN while the Asian elephant is classed as endangered. [5.1.2 ¶ One of the biggest threats to elephant populations is the ivory trade as the animals are poached for their ivory tusks. [5.1.3 ¶ Other threats to wild elephants include habitat destruction and conflicts with local people. [8. ¶ Elephants are used as working animals in Asia [In the past they were used in war; today they are often controversially put on display in zoos or exploited for entertainment in circuses. [7. ¶ Elephants are highly recognisable and have been featured in art, folklore, religion, literature and popular culture sp

[9. ¶ The word elephant is based on the Latin Elephas which is the latinised form of the Greek genitive elephantos probably from a non-Indo-European language, likely Phoenician Insert paragraph 9

[25]

QUESTION 7A: DISPLAY WORK**TIME: 10 MINUTES****MARKS: 17**

MARGINS:	PAPER:	A4 portrait
LEFT: 3.81 cm (1.5")	HYPHENATION:	No
RIGHT: 2.54 cm (1")	JUSTIFICATION:	Left
FONT: Courier New 12 pt	LINE SPACING:	Double
<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. Proofread, save and print the document as Q7A.4. You may use spell check when you proofread.5. Put the PRINTOUT in your EXAMINATION FOLDER.		

Addo Elephant Park, the main national park in the Eastern Cape is the best place in the country to see large herds of elephants. The elephants are incredibly relaxed & the low coastal vegetation & numerous waterholes offer very good opportunities to observe their social behaviour. The other Big Five species are also present but not regularly seen. Very accessible & easily combined with the popular Garden Route good facilities & roads.

(17)

QUESTION 7B – PROCESSING**TIME FOR PROCESSING: 14 minutes****MARKS: 23**

1. Retrieve the document saved as Q7A and immediately change the document to Q7B. Process according to the instructions.
2. Change the left-hand margin to 2.54 cm/1".
3. Use the hyphenation function.
4. Change line spacing to single-line spacing with double-line spacing between paragraphs and indent.
5. Do all the processings as indicated in the text.
6. Proofread, print and save the document as Q7B.
7. Put the PRINTOUT in your EXAMINATION COVER.

Candidate:

1. Insert bullet symbols as indicated and indent.
2. Find Big Five and change to capital letters and bold.
3. Find and replace [&] with and.
4. All figures must be in full.
5. Insert a footer in Courier New 8 pt, bold and centred with the following words: More about Addo Elephant Park's wildlife

^ About Addo Elephant National Park uc, bold, Comic Sans MS 20 pt

‡

u/line, ital

bold

Addo Elephant Park, the main national park in the Eastern Cape is the best place in the country to see large herds of elephants. [† The elephants are incredibly relaxed & the low coastal vegetation & numerous waterholes offer very good opportunities to observe their social behaviour. [† The other Big Five species are also present but not regularly seen. Very accessible & easily combined with the popular Garden Route good facilities & roads. ^ It is ital home to all of the Big Five including the elusive black rhino. ital

QUESTION 7B (CONTINUED)

Insert A

‡

Scenery uc, bold, centre

‡

Addo Park encompasses 5 biomes: Albany thicket, fynbos, forest, ~~del~~
Nama Karoo and Indian Ocean coastal belt. The vegetation in the main
area open to tourists is the succulent spekboom, a low growing coastal scrub
and the main food for the elephants.

‡

Copy main heading here

(23)

[40]

QUESTION 8A: ADVERTISEMENT**TIME: 7 MINUTES****MARKS: 12**

MARGINS:	PAPER:	A4 portrait
LEFT: 3.81 cm/1.5"	HYPHENATION:	No
RIGHT: 2.54 cm/1"	JUSTIFICATION:	As indicated
FONT: Courier New 12 pt	LINE SPACING:	Double

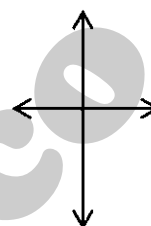
Carnivores African otter clawless

Omnivores Banded Cape fox

Herbivores Bontebok

Rhinoceros Riverine rabbit, roan antelope, sable, springbok, steenbok,

tsessebe, waterbuck, warthog & wildebeest



(12)

QUESTION 8B – PROCESSING

TIME FOR PROCESSING: 14 minutes

MARKS: 23

1. Retrieve the document saved as Q8A and immediately change the document name to Q8B. Process according to the instructions.
2. Change the left-hand margin to 2.54 cm/1".
3. Align text left except where indicated otherwise.
4. Insert any page border of your choice.
5. Do all the processings as indicated in the text.
6. Proofread, print and save the document as Q8B.
7. Put the PRINTOUT in your EXAMINATION COVER.

→ Move

#

^ The following is a sample of thousands of species of wildlife found in South
Africa [uc, bold, ital, double u/line]

^ Mammals¹ [sp caps]

#

Carnivores [uc, bold, centre]

#

African otter [clawless] [trs]

#

Omnivores [uc, bold, centre]

#

Preteria

Banded Cape fox [stet]

#

^ Wildlife [Insert heading as indicated using WordArt of your choice, uc, centre]

#

^ Game Reserves [uc, bold, centre, CN 14 pt]

QUESTION 8B (CONTINUED)

Herbivores [uc, bold, centre]

‡

Bontebok

‡

Rhinoceros [uc, bold, centre]

‡

Riverine rabbit, roan antelope, sable, springbok, steenbok, tsessebe, [del]
waterbuck, warthog & wildebeest [in full]

‡

^ Insectivores [uc, bold, centre]

‡

^ Bryde's whale, aardvark, reptile and crocodile

‡

^ Eastern Cape, Free State, Gauteng, KwaZulu Natal and Mpumalangu [CN 10 pt, right-aligned]

[Insert any page border of your choice]

(23)

[35]

TOTAL SECTION A: 100

TOTAL SECTION B: 300