

NAMIBIA SENIOR SECONDARY CERTIFICATE

OFFICE ADMINISTRATION AND KEYBOARDING ORDINARY LEVEL

4348/2

PAPER 2 Text Layout (Computer)

3 hours

Marks 180

2018

Additional Materials: A4 Printing Paper (20 Sheets)
Cover Sheet to indicate computer program used

INSTRUCTIONS AND INFORMATION TO CANDIDATES

- Write your Name, Centre Number and Candidate Number in the spaces provided on the Cover Sheet.
- Insert a header. Type your name and surname, left aligned and your candidate number two tab stops thereafter.
- Use '**Courier New**' as the font style and the **font size** must be **12**, unless otherwise indicated.
- Save the question. Insert a footer.
 - * **MS Word 2003:** Go to **View**, click **Header and Footer**, click **Switch between Header and Footer** to Footer, click **Insert auto text**, click Filename and path.
 - * **MS Word 2007/2010:** Save document first, go to **Insert**, click **Footer**, edit **Footer (bottom)**, click on Quick Parts arrow (on top at Menu Bar), field, Field dialogue box open - under *Categories*: change **all** to **document information**, under *field names* click on **File Name**, on right at **Field options** click on box to **add path to filename**, left bottom click on **field codes**, click **OK**.
- Print an extra page. While Word is still open go to **File**.
 - * **MS Word 2003:** Click **Print**, click **Options**, under *Include with documents*, click **Document properties**, click **OK**.
 - * **MS Word 2007/2010:** Click **Options**, click **Display**, under *Printing Options* tick **Print document properties**, click **OK**.
- Begin each question as a new document, on a separate sheet.
- Make sure that you save **all** your answers.
- Print a hard copy of each answer.
- In each question you have to follow instructions, apply rules and type what you see as accurately as you can.
- Answer **all** questions.
- At the end of the examination, fasten each answer separately together and place all answers inside the cover sheet.
- The number of marks is given in brackets [] at the end of each question or part of a question.

This document consists of **11** printed pages and **1** blank page.



Republic of Namibia

MINISTRY OF EDUCATION, ARTS AND CULTURE

QUESTION 1

1.1 DATABASE

1. Use the information given below to set up a database.
2. The field names are clearly indicated.
3. Save it as: DATABASE.
4. Print a hard copy of the database on landscape, fitted to one page, and include it in your cover sheet at Question 1.

FIELD NO	FIELD NAMES	RECORD 1	RECORD 2
1	Reference No	VR/6/7/2	SK/6/7/3
2	Date	24 June 2017	24 June 2017
3	Title	Mr	Ms
4	First Name	Phillip	Jacoba
5	Last Name	Likando	Maletzki
6	Address	P.O. Box 843	56 Scheppman Street
7	Suburb		Pionierspark
8	TOWN	Ondangwa	Windhoek
9	Salutation	Mr Likando	Ms Maletzki

1.2 LETTER

1. Type the following **LETTER** in proper style. Note the manuscript instructions.
2. Use block paragraphs with a left-hand margin of 1.5" and a right-hand margin of 1".
3. Apply the rules for typing correspondence.
4. The places where fields must be inserted are indicated in bold print with the number of the field.
5. Leave spaces open for the insertion of the different fields.
6. Use **MAIL MERGE** and complete Question 2.
7. Save as: **FORM LETTER**
8. **IMPORTANT:** Print a copy of the database on landscape, fitted to one page.
Print a copy of the form letter.
Print a copy of each merged letter.

[40]

Ms Nothando Maake, the Registrar of Otjikoto Training Centre, dictated the letter to her secretary, Ms Monica Kandetu.

Letterhead:

Otjikoto Training Centre

← **Arial, bold, 16 pt.**

Sender's address:

Indongo Building, 35 Sam Nujoma Avenue, Oshakati, Namibia, Tel: +264 65 34919,
Fax: +264 65 34918, P.O. Box 5169, E-mail: otjikoto@mweb.com.na

← **Arial, bold, ital., 14**

Subject Reference:

PASS REQUIREMENTS IN BOTH SUBJECTS MARKS AND YEAR MARKS

Bold, ital.

Ref No.: 1

24 February 2018

3 4 5**6****7****8**

Dear 9

In answer to your letter dated 2 , I am furnishing herewith particulars of the pass requirements for subjects as well as year mark requirements, as quoted from the latest calendar:

3.2.4. Pass requirements

u/c, bold

3.2.4.1 The aggregate required for all subjects is 50 %. A student must obtain a sub-minimum of 40 % in the examination as well as in the year mark in order to pass.

written

run-on

If a student does not obtain a sub-minimum of 40 % in his/her year mark, he/she is not allowed to write the examination.

3.2.4.2 Credit is given for each subject passed until the full diploma or certificate is obtained.

3.2.4.3 No condonation of major subjects will be ^{considered} allowed, except

stet

(a) where the examination board finds sufficient justification for such an application and the application is supported by:

(i) the certificate original; and (ii) a declaration of competency by an employer.

trs

3.2.5 Year mark requirements

u/c, bold

3.2.5.1 In order to qualify for a year mark a student must submit the following % of in-full

trs

answers to test papers in a subject:

(b) Schools for management and economic sciences: 75 %.

(a) Schools for mechanical, civil and electrical engineering: 80 %; and

#

3.2.5.2 Entry cards for examinations are posted to students during the second

half of October. [A copy of the jubilee edition of our handbook is attached for your

NP

information. Yours sincerely

TYPIST: Display the conclusion in the correct way.

QUESTION 2

Retrieve the letterhead for Question 2 and type the following TESTIMONIAL accurately. Take all manuscript instructions into account. Save as: QUESTION 2 and print. [30]

On 5 November 2017, Ms Brandine Basson, asked Dr. J.G. Carney, the Personnel Manager of Gendor Holdings to write her a testimonial.

To whom it may concern

← u/c, bold

I, the undersigned, testify that

Ms Brandine Basson (née Snyman) 500131 0090 00 6

u/c, bold

was employed as personnel clerk in Gendor Holdings during / period January 2017

to October 2017. [In view of the fact that Ms Basson had studied personnel

NP

u/c,

management as one of her major subjects at the University of Namibia, this enabled

her in her very first month to obtain a good insight into the workings of the personal

sp

department.

During this ~~periode~~ she performed her duties exceptionally well. She was

del

hard working and always ready to accept new responsibilities. She was enthusiastic

and always had the welfare of the company at heart.

Ms Basson fulfilled the supportive role expected of her in a ^{very} ~~exceptionally~~ capable

stet

manner. She understood the very demanding task and responsibilities of her

superior and showed considerable insight, good judgement, understanding, tact

trs

and diplomacy in being able to identify the routine work (often of a high degree of

difficulty), take it over and deal with it correctly. [She has at present entered for a

NP

post-graduate course in Personnel Management at the University of ^{Namibia} ~~Boston~~ and her

del

lecturer bears witness to the fact that she has a special talent in this subject.

[Ms Basson also possesses the ability to reach the highest position in the personnel

NP

department. In view of the fact that this co has at present no promotion posts

in full

available, Ms Basson wishes to apply for a higher position elsewhere.

It was remarkable to note how she was able to eliminate time-wasting or reduce it to a minimum.

I should like to recommend Ms Basson strongly for such a post. Our best wishes accompany her.

move
in
here

QUESTION 3

Type the following LEASE in proper style. Note the manuscript instructions. Save as: QUESTION 3.

[30]

Lease

u/c, bold

Type the word Lessor
and Lessee in caps
throughout the
document!

hereinafter called the
Lessor whose address is

(for residential accommodation)

u/c

This memorandum of agreement made and entered into between and by

u/c

Ombeke property brokers,

45 Circle Street, Walvis Bay

and

TYPIST: Type the
address in address form.

u/c

Joan Susan Wilkens, hereinafter referred to as the Lessee whose adress is the following: 24 Ermine Street, Windhoek.

sp

stet

1. The Lessor lets and the Lessee hires the property, Matrix Flats, number 32: ^{two} one ~~three~~ bedroomed flat with lock-up garage.

3 ~~2~~. The agreement of lease is for a fixed term of three years that has been calculated from 1 January 2018 and ends on 31 December 2020 on which date the Lessee undertakes to vacate the flat.

2 ~~3~~. The rental for the fixed period is N\$15 000 (fifteen thousand Namibian dollars) per month, that is to be paid monthly, in advance, on the first day of every month, without any deduction whatever, to the Lessor at Ombeke Building, 45 Circle Street, Walvis Bay or at such place as the Lessor may from time to time prescribe.

4. The Lessee must pay the costs of all electricity and water supplied to the property.

ital

5. The Lessor is responsible for the maintenance of the exterior of the building, including the roof.

6. No amendments to the provisions of this lease are of force and effect, unless they are in writing and properly signed by the Lessor and the Lessee or their property appointed agent.

or agents

7. The costs of this agreement of lease together with the stamp duty thereon are to be paid by the Lessee.

u/c

In witness whereof the parties set their hands / presence of the undersigned witnesses:

in the

By the Lessor on the 12th day of Dec. 2017

in full

As witnesses:

- 1.
- 2.

.....
 Lessor

TYPIST: Display the conclusion in the correct way.

By the Lessee on the twelfth day of Dec. 2017

in full

As witnesses:

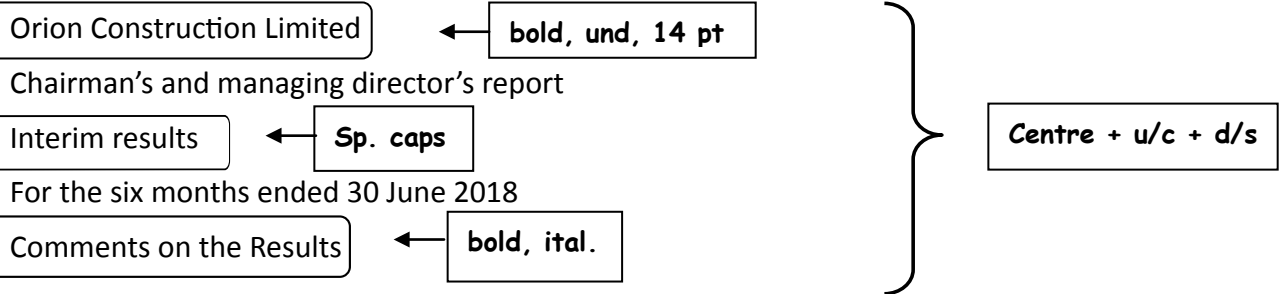
- 1.
- 2.

.....
 Lessee

QUESTION 4

Type the following CHAIRMAN'S REPORT in proper style. Note the manuscript instructions. Save as: QUESTION 4.

[20]



bold

ACCOUNTING POLICIES

The interim financial statements were prepared on the same basis and utilised the same accounting policies as the annual financial statements at 30 June 2018.

bold

RESULTS FOR THE SIX MONTHS

The results for the six months were pleasing considering that Orion Construction Limited is going through an evolutionary process. Headline earnings per share on a comparable basis grew by 50 % and net asset value by 7 %.

Revenue comprises dividends received from associates and other investments, rentals received on property, interest received, as well as management fees and royalties.

Interest was paid on the long-term loan funding the property and short-term debt which will largely be eliminated from the proceeds of the recently announced sale of the group's interest in Viking Developers.

Ital.

sp

Exceptional items comprise market-to-market gains on the remaining listed investments.

Equity accounted earnings includes the group's share of the retained earnings for the six months of the listed developers company. The dividends of 30,5 cents per share paid by the company during the period is included on the revenue line above. ~~The developers company announced solid interim results recently despite losing 3,8 % of its quota and experiencing lower catch rates during the period.~~

NP

del

On behalf of the Board of Directors

Skinstad and Fleck

Accountants

QUESTION 5

Retrieve the file saved as QUESTION 5 on the C-drive. Spell check and compare it with the correct copy. Identify and correct "deliberate" errors of grammar, spelling and punctuation. Underline all corrections. Save as: QUESTION 5. Print the edited version.

[20]

MALAN LIMITED

NOTICE OF MEETING

NOTICE IS HEREBY given that the annual general meeting of Malan Limited will be held at the registered office of the company, 4th Floor, Malan House, 102 Rivonia Road, Sandton at 12:30 on Thursday, July 26, 2018, for the following purposes:

1. To receive and discuss the financial statements and the reports of the directors and auditors.
2. To elect directors in place of Messrs D.L. Keys and G.S. Thomas and Dr. J.P. Kearney who retire in terms of the company's articles of association. These gentlemen, being eligible, offer themselves for re-election.
3. To grant to the directors the power, until the next annual general meeting, to allot and issue the unissued and unreserved shares of the company at their entire discretion.
4. To transact any other business which may be transacted at an ordinary general meeting.

A member entitled to attend and vote at the meeting is entitled to appoint a proxy, or proxies, to attend and speak and on a poll to vote thereat in his stead. A proxy need not also be a member of the company. All proxy forms must be deposited at the registered office of the company not later than 48 hours before the time set for the commencement of the meeting or every adjournment thereof.

By order of the Board

MALAN GROUP MANAGEMENT COMPANY (PROPRIETARY) LIMITED
SECRETARIES

QUESTION 6

1. **Use MS Excel and RETRIEVE the spreadsheet saved as QUESTION 6.**
2. **Change the details on the spreadsheet as follows:**
 - 2.1 Insert a row at the top of the spreadsheet and add a title PROFIT FIGURES FOR MONTH at the top and centre it across all column headings – in capital letters, bold, italics, 18 point. [6]
 - 2.2 Change the column heading QTY to STOCK. [1]
 - 2.3 Insert a column NUMBER SOLD between the columns SUPPLIER and COST PRICE. [1]
 - 2.4 Wrap the column headings NUMBER SOLD, COST PRICE and SALE PRICE to display them on two lines. [1]
 - 2.5 Adjust the column widths to fit headings and data. [1]
 - 2.6 Delete the SUPPLIER column and change the DISCOUNT heading to MARK-UP. [2]
 - 2.7 Delete the data in the cell to the right of PROFIT RATE and enter 25 % in the cell. [1]
 - 2.8 Change the column headings to bold and italics. [2]
 - 2.9 Right align the column headings STOCK, NUMBER SOLD, COST PRICE, MARK-UP, SALE PRICE, CATEGORY and PROFIT. [1]
 - 2.10 Use AutoFill to complete the data series in the CODE column. [1]
 - 2.11 Move the CATEGORY column between the DESCRIPTION and STOCK columns. [1]

2.12 Enter the following data into the CATEGORY and NUMBER SOLD columns.

CODE	CATEGORY	NUMBER SOLD
EP300		30
EP301		2
EP302		20
EP303		5
EP304		2
EP305		10
EP306		5
EP307		1
EP308	4	25
EP309	3	30
EP310	5	45
EP311	3	38
EP312	3	12
EP313	5	4

- 2.13 Insert a column after the PROFIT column for TURNOVER. [1]
- 2.14 Change the STOCK figure for EP306 to 69. [1]
- 2.15 Insert two rows immediately above the row for AVERAGE and enter MINIMUM and MAXIMUM in their first cells. [1]
- 2.16 Insert a formula in the MARK-UP column to calculate the mark-up by multiplying the COST PRICE with 150 %. Copy the formula to the other rows. [1]
- 2.17 Enter a formula in the SALE PRICE column to calculate the sale price (COST PRICE plus MARK-UP) for all the CODES. [1]
- 2.18 Insert a formula in the PROFIT column to calculate the profit by subtracting the COST PRICE from the SALE PRICE. Copy the formula to the other rows. [1]
- 2.19 Insert a formula in the TURNOVER column to calculate the turnover. (SALE PRICE multiplied by NUMBER SOLD). Copy the formula to the other rows. [2]
- 2.20 Set the numeric data in the columns COST PRICE, MARK-UP, SALE PRICE, PROFIT and TURNOVER to a currency (\$) with 2 decimal places. [2]
- 2.21 Insert a function in the TOTAL row to calculate the total for the NUMBER SOLD, PROFIT and TURNOVER columns. Display the results for PROFIT and TURNOVER with a currency and two decimals. [3]

- 2.22 Insert a function to calculate the MINIMUM for the NUMBER SOLD column. [1]
- 2.23 Insert a function to calculate the MAXIMUM for the NUMBER SOLD column. [1]
- 2.24 Insert a function to calculate the AVERAGE for the NUMBER SOLD column.
Display with two decimals. [2]
- 2.25 Add a border to the table, excluding the title. [1]
- 2.26 Print one copy of the edited spreadsheet in landscape, fit to one page,
centered vertically and horizontally and save. [2]
- 2.27 Print a copy of the edited spreadsheet **showing the formulae** used and
saved. [2]
- [40]**

BLANK PAGE