

**NAMIBIA SENIOR SECONDARY CERTIFICATE**

**OFFICE ADMINISTRATION AND  
KEYBOARDING ORDINARY LEVEL**

**4348/2**

PAPER 2 Text Layout (Computer)

3 hours

**2019**

**INVIGILATOR'S NOTES**

- Ensure that candidates have keyed in **Question 6** before Question 6.2 is handed out.

ORDINARY LEVEL

This document consists of **3** printed pages and **1** blank page.



Republic of Namibia

**MINISTRY OF EDUCATION, ARTS AND CULTURE**

**QUESTION 6.2**

- 1 Retrieve the file saved as QUESTION 6.1
- 2 Make the adjustments as indicated in the text.
  - 2.1 Insert a row after HENDRIK WITBOOI EXCELLENCE SCHOOL and a row before 2019. [1]
  - 2.2 Centre HENDRIK WITBOOI EXCELLENCE SCHOOL, QUARTERLY BUDGET and 2019 across the width of the spreadsheet. [1]
  - 2.3 Change HENDRIK WITBOOI EXCELLENCE SCHOOL to 16 point size in bold print. [1]
  - 2.4 Print QUARTERLY BUDGET and 2019 in 14 point size in bold and italics. [2]
  - 2.5 Insert a thick box border around HENDRIK WITBOOI EXCELLENCE SCHOOL, QUARTERLY BUDGET and 2019 and shade with grey (darker 25 %). [1]
  - 2.6 Change the column width of columns B to E to 3.5 cm. [1]
  - 2.7 Sort the different INCOME and EXPENSES in alphabetical order. [1]
  - 2.8 Insert a Top and Double Bottom line at TOTAL INCOME, TOTAL EXPENSES and DIFFERENCE. [1]
  - 2.9 Centre in bold print the column headings as well as INCOME and EXPENSES. [1]
  - 2.10 Wrap the column heading 2018 REAL and % DIFFERENCE. [1]
  - 2.11 Set the numeric data in the columns BUDGETED and 2018 REAL to a currency (\$) with 2 decimal places. [2]
  - 2.12 Insert Stationery (Budgeted amount) 30 000 and (Real amount) 25 000 at Expenses to be displayed in alphabetical order. [1]
  - 2.13 Insert a formula to calculate the TOTAL INCOME and TOTAL EXPENSES for column B and C with a (\$) currency and two decimals.
  - 2.14 Insert a formula to calculate the total for DIFFERENCE displayed as an integer currency. [2]
  - 2.15 Enter a formula to calculate DIFFERENCE.  
The Difference is calculated by subtracting BUDGETED from REAL.  
Displayed with a currency (\$) as integers.  
Copy the formula to the other rows. [3]

- 2.16** Enter a formula to calculate % DIFFERENCE.  
The % DIFFERENCE is DIFFERENCE divided by REAL,  
and displayed as a percentage with zero decimals.  
Copy the formula to the other rows. [3]
- 2.17** Delete BUDGETED SURPLUS.  
Enter a formula to calculate DEFICIT.  
The DEFICIT is the difference between INCOME and EXPENSES  
and displayed as a (\$) currency with zero decimals. [3]
- 2.18** Enter a formula to calculate AVERAGE INCREASE IN COSTS (%).  
The AVERAGE is the average of the % DIFFERENCE of EXPENSES. [1]
- 2.19** Enter a formula to calculate HIGHEST INCREASE IN INCOME (%).  
The HIGHEST is the % DIFFERENCE that is the highest of all the income. [1]
- 2.20** Print one copy of the edited spreadsheet in landscape, fit to one page,  
centered vertically and horizontally and save as QUESTION 6.2 [2]
- 2.21** Print a copy of the edited spreadsheet **showing the formulae** used and save. [1]
- [30]**

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