

NAMIBIA SENIOR SECONDARY CERTIFICATE

OFFICE ADMINISTRATION AND KEYBOARDING ORDINARY LEVEL

4348/2

PAPER 2 Text Layout (Computer)

3 hours

Marks 190

2019

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 page.
- 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 question.

This document consists of **12** printed pages.



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 your document 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	Name	Mrs Chaylon Klaassen	Miss Hilaria Nauses
2	Address	P.O. Box 756	P.O. Box 890
3	Town	TSUMEB	KEETMANSHOOP
4	Place	City Hall	Sports Hall
5	Date	Monday, 20 June 2019	Wednesday, 22 June 2019
6	Time	18:00 - 20:00	17:30 - 19:30
7	Salutation	Mrs Klaassen	Miss Nanuses

1.2 LETTER

1. Retrieve the letterhead saved as **LETTERHEAD** from the C-drive and 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 1.
7. Save your document 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]

REF: EF/Prev/146.PT

DATE: Typist use today's date

SUBJECT HEADING: After Hours Summer Sale Preview

1**2****3**

Dear 7

You are invited to join us "after hours" for a rather special event at the 4.

Bold, ital

ideal

stet

The After Hours Summer Sale Preview is an exclusive for you to preview and purchase the best of our sale summer bargains BEFORE they are made available to the public.

trs

general

Your personal invitation to the Preview – to which only our Cash Card Customers and their families are invited – is attached.

ital

Buy at sale prices before the sale officially starts!

u/c, bold, ital, centre

Bold, ital

Your own After Hours Summer Sale Preview begins at 5,6 . You will find a whole store full of savings to choose from, e.g. you can save Dollars on furnishings and furniture, and there are hundreds of electrical bargains to be found. You will have two hours to browse around the store – all the sales staff will be on duty to be of service to you. The coffee bar will be open during the evening for light refreshments.

trs

#

Insert a page break

*** Move table in here.

WIN A COMPUTER IN OUR FREE PRICE DRAW

bold, ital, centre

As well as being your passport to a marvellous evening of shopping, your personal Sale Preview invitation is also your entry into our free exciting price draw to be held on the same night. You could win your own portable computer; simply present your invitation at the door and it will automatically be entered in the draw.

Bring a friend

u/c, bold, ital, centre

stet

exclusively

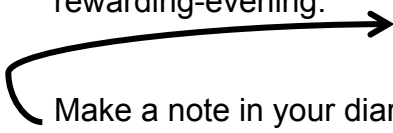
ital

Although our Sale Preview evening is reserved mainly for Cash Card Customers, if you would like to bring along a friend please feel free to do so.

or friends

Please ask your friend(s) to complete the attached standard Cash Card request form and bring the form to the Preview. On approval, they will be issued with a temporary “Cash Card” which can be used during the evening. A permanent card will be sent to them soon afterwards.

NP [I do hope you will be able to join us for what is certain to be most enjoyable – and a rewarding-evening. r.o.



Make a note in your diary of the date and time –

≠

5 and **6**.

← u/c, bold, ital, centre

Typist: Display the conclusion in the correct way.

Yours sincerely

The Promotions Manager, Mrs Selma lipinge, dictated the letter to the secretary, Miss Maureen Fredericks, who typed it, and two enclosures were attached.

*** Move table to where indicated

SOME OF / REMARKABLE SAVINGS

Und, bold

	NORMAL PRICE	SALE PRICE
	N\$	N\$
3-Piece suite (3-seater settee)	5 000,00	4 750,00
Combination Microwave Oven	750,00	620,00
Video Recorder (Panasonic)	3 000,00	2 375,00

QUESTION 2

Type the following single **LAST WILL AND TESTAMENT** in proper style according to the rules. Include a TITLE PAGE which must be centred horizontally and vertically in upper case, bold print and a point size of 14 with 3 line spaces between the lines of information. Note the manuscript instructions. Save your document as **LAST WILL AND TESTAMENT**.

[40]

Last Will and Testament of Renate Schmidt (née Junke), ID 740604 0454 003. ←

Use this information to create the Title Page.

Typist: Display correctly

Last will and testament

Typist: Type the underlined words and names and surnames of people in caps.

This is the last will and testament of me, the undersigned, Renate Schmidt (née Junke), ID 740604 0454 003 married out of community of property and resident at 44 Rose Court, 578 Miller Street, Otjiwarongo.

1. I revoke, cancel and annul all previous Wills, Codicils and other testamentary writings here to fore made or executed by me.
3. As administrator of any Trusts created in terms of this Will, I appoint Julia Ngala. Should she fail to take or cease to hold office, I appoint in her stead Reghina Corbette.
4. I bequeath my home to my daughter Maria Winsted (née Schmidt) to do with as she so wishes. 5. I bequeath my holiday house ~~home~~ situated at Long Beach, Walvis Bay to my son Zander Schmidt, to do with as he so wishes.
8. I reserve to myself / right at any time hereafter to make all such alterations and additions to this Will as I shall think fit.
6. I bequeath all my policies insurance, investments and shares to be converted into cash and divided equally between my daughter and son.

stet

trs

Type the paragraph in the correct order

2. As my executor, I appoint Jacques Mans. Should he fail to take or cease to hold office, I appoint in his stead Julia Sichone. 7. I bequeath the sum of N\$50 000 (X) to the Cancer Association of Namibia.

Insert the amount in words

Thus done and signed at Windhoek on this the 1st day of October 2019 as testatrix in the presence of the undersigned X witnesses.

in full

impartial

As Witnesses

1.

Testatrix

2.

Display the conclusion in the correct way on each page.

QUESTION 3

Prepare the **TESTIMONIAL** of Theophilus Sakeus for 10 November 2019 in proper style according to the rules of testimonials and apply the manuscript instructions. Save your document as **TESTIMONIAL**.

[30]

ROYAL ENTERTAINMENT

Broadway, 18 pt, u/c, centre

P.O. Box 894, Walvis Bay, Namibia, 65 Marine Avenue,
Tel: 063-77324, E-mail: royal@gmail.com

Broadway, 12 pt

To whom it may concernTheophilus Sakeus 930529 0090 005

u/c, bold

TYPIST: Insert the word Testimonial in u/c and bold at the correct place.

joined Royal Entertainment in February after he graduated with distinction in Film Production at the Skeleton Movie Production College in Namibia. [Theophilus has been an outstanding member of our television production team. He has proved his superior competence in the following skills:

2019

NP

1. programme editing,
3. ~~2.~~ conducting + auditions
2. ~~1.~~ script translation, and.

Move in here

Although he is only 23 years of age, Theophilus has the wisdom to grab at opportunities to train and learn. He is mature, responsible and believes in himself. This attitude [positive will influence his dream of starting his own production house one day.

trs

[The practical and technical experience Theophilus has gained should be of great value in his future career. He carries with him the very best wishes of the directors of the company.

NP

[Theophilus has shown a flair for production, as he demonstrated in / current weekly documentary programme "Talk-of-the-Brave", which he has been co-producing.

NP

Director: Productions Errol Maimela

QUESTION 4

Type the following **PROGRAMME** in proper style on A5 book form. Note the manuscript instructions.

Save your document as **PROGRAMME**.

[20]

FRONT PAGELaureus World Sports

Use WordArt, column 3, row 3, Bookman Old Style, 20 pt, u/c

16th Awards Ceremony 2019

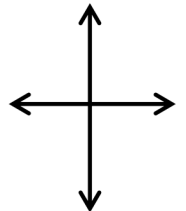
presented in

Shanghai - City of Inspiration

on

Saturday 8 October 2019 at 19:00

Bookman Old Style, 14 pt, d/s

Type the underlined words
in u/c**LEFT INSIDE PAGE**

Left align the information on this page from the top of the page.

BACKGROUND OF LAUREUS

u/c, bold, und

Laureus was founded by its Patrons Daimler and Richemont and is supported by its
Global Partners Mercedes-Benz and IWC Schaffhausen.

bold

PATRON FOR LAUREUS

u/c, bold, und

The first Patron of Laureus was Nelson Mandela. At the inaugural Laureus World Sports Awards in 2000, he said: "Sport has the power to change the world. It has the power to inspire. It has the power to unite people in a way that little else does. Sport can create hope where once there was only despair." This has become the philosophy of Laureus; the driving force behind its work.

ital

RIGHT INSIDE PAGE

PROGRAMME

Sp, caps, bold

≠

Opening and Welcome * Edwin Moses * Chairperson

≠

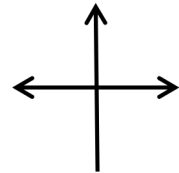
Winners of the different categories

Bold, ital

≠

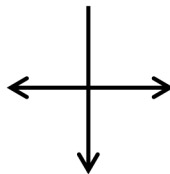
- Spirit of Sport
- Academy Exceptional Achievement
- Sport for Good Award
- Sportsperson of the Year with a Disability
- Action Sportsperson of the Year
- Breakthrough of the Year
- Comeback of the Year
- Team of the Year
- Sportswoman of the Year
- Sportsman of the Year

1.5 line spacing, ital



BACK PAGE

Laureus now features a brand new website, which will be the online home of the 2019 Laureus World Sports Awards Shanghai and the Laureus Sport for Good Foundation, featuring a new design, fully optimised for mobile and tablet, with a dual language capability that lets you switch between English and Chinese at the click of a button.



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 your document as **PROOFREADING**.

Print the edited version.

[20]

ARTISTS IN NAMIBIA***ART & DESIGN COMMUNITY CENTRE***

MINUTES OF A MEETING of the organising committee of the Fabulous Festival held on 20 February 2019 from 10:00.

PRESENT

Shahieda Sissing (Chairperson), Maya du Plessis (Secretary), Myra Starr (Treasurer), Chasey Goagoses and Mumby Eelu (Additional Members).

1. WONDERFUL WORKSHOPS

1.1 PORTFOLIO REPORTS

The Chairperson reported that workshops would run from 10:00 to 15:00, and would be conducted by Artists in Namibia Art and Design Community Centre staff at a cost of between N\$50 and N\$150.

1.2 FINE FOOD STALLS

The Secretary confirmed that John McPartland of Mr Handyman would erect the stalls, and that arrangements had been confirmed.

1.3 AWESOME AFRICA EXHIBITION

The Treasurer reported that 15 donations for prizes had been received; the contributors had been thanked.

1.4 BODY ART COMPETITION

High School learners will participate in the competition.

2/....

1.5 ENTREPRENEURS

Senior school subject learners will produce the Magic Moment Removable Tattoos, Funny Face Painting and Daring Digital Camera Photos. Supervision will be done by the two Additional Members.

2. GATE ENTRY

The committee agree that a N\$50,00 donation will be charged at the gate for everyone except participants.

3. MUSICAL ENTERTAINMENT

The programme will be as follows:

- 10:15, 11:15, 14:15 - Ancient Voices
- 12:00, 13:00, 14:45 - Cool Bananas

4. There being no other business, the meeting closed at 12:55.

.....
CHAIRMAN

.....
SECRETARY

.....
DATE

QUESTION 6

1. Use MS Excel and create a **SPREADSHEET** using the information below.
2. Use the font style ARIAL and font size 12.
3. Adjust column width to display all data in the columns
4. Add vertical and horizontal lines with the method you are familiar with.
5. Save your document as **QUESTION 6.1**.
6. Ask for Question 6.2 and do the necessary editing.

[30]

HENDRIK WITBOOI EXCELLENCE SCHOOL
 QUARTERLY BUDGET
 2019

ITEM	BUDGETED	2018 REAL	DIFFERENCE	% DIFFERENCE
INCOME				
School Fees	310000	200700	?	?
Boarding Fees	14500	10580	?	?
Text Book Sales	1335	1275	?	?
Donations	3700	1985	?	?
Competitions	2600	1900	?	?
TOTAL INCOME	?	?	?	
EXPENSES				
Maintenance: Terrain	47000	20776.34	?	?
Maintenance: Buildings	14000	10089.5	?	?
Salaries: Ground Staff	25500	22500	?	?
Water and Electricity	9400	6819.67	?	?
Telephone	11030	6945	?	?
Municipal Taxes	1600	1500	?	?
Cleaning Company	7250	5556.49	?	?
TOTAL EXPENSES	?	?	?	?
BUDGETED SURPLUS/DEFICIT			?	
AVERAGE INCREASE IN COSTS (%)			?	
HIGHEST INCREASE IN INCOME (%)			?	