

## NAMIBIA SENIOR SECONDARY CERTIFICATE

**OFFICE PRACTICE ORDINARY LEVEL**

**6157/2**

PAPER 2 Text Layout (Computer)

3 hours

Marks 180

**2022**

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. Key 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 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 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, key all data accurately, use "save" regularly, print, and then proofread carefully.
- 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 **16** 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. Be sure to save your work frequently when keying the database.  
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 as Question 1.

FIELD NO	FIELD NAMES	RECORD 1	RECORD 2
1	Circular No.	14/2/22	15/2/22
2	File	X1/2	Z4/6
3	Enquiries	Josephine Beukes	Moses Shaanika
4	Date	7 October 2022	7 October 2022
5	TO	Chairman: Educators' Union	Head of Department: Human Resources
6	Name and Surname	Simon Angula	Simon Angula
7	Title	Deputy Director	Deputy Director

**1.2 LETTER**

1. Retrieve the letterhead saved as **LETTERHEAD** from the C-drive and key the following OFFICIAL CIRCULAR LETTER in proper style.
2. Save the file as LETTER immediately you start work on this question and save your work regularly when working through the question.
3. Use block paragraphs with a left-hand margin of 1.5" and a right-hand margin of 1".
4. Apply the rules for keying correspondence.
5. The places where fields must be inserted are indicated in bold print with the number of the field.
6. Use **MAIL MERGE** to 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]



# Ministry of Education, Arts & Culture

Circular No: 1

File No: 2

Enquiries: 3

Tel: (061) 244 375

TO

5

Luther Street  
Government Office Park  
Private Bag 13186  
WINDHOEK

4

*The subject heading is:* Implementation of new leave dispensation (Resolution 8 of 2021) for educators: transitional measures

Type in full throughout: Department of Education

1. The DoE mailed the directives to branches in January 2021 regarding the implementation of the new leave dispensation and certain transitional measures for teaching staff.

stipulates

2. In view of Resolution 8 of 2021 which indicates a new leave dispensation, the DoE is in the process of reviewing the current leave regulations.

stet

3. Members must please take note of the following paragraph from circular 13/1/21 of the DoE addressed to provincial departments of education. "Certain measures in / regulations were not covered by the resolution and should therefore be applied unchanged until they are replaced by new regulations."

und

r.o.

All leave regulations are still valid and should be interpreted together with the resolution in such a way that it favours the employee in cases of conflict."

4. The transitional measures can be summarised as follows:

- **Underline and bold print in caps all sub-paragraph headings**
- **Type sub-paragraphs in the correct number order**

4.2 Sick leave The leave of employees who have exceeded the 36 working days' limit in the period 1 July 2020 to date, and who have returned to work, will be treated in terms of provisions that applied prior to 1 July 2020. Employees will be dealt with, who are still on **A** leave, in terms of resolution 7 of 2021.

**A**sick

4.1 Annual leave accumulated up to 30 June 2020 The number of accumulated leave credits ~~as~~ at 30 June 2021 must be capped and audited by 31 December 2021. The capped number will be converted days working to according to the following formula: Audited leave credit x 5 ÷ 7.

**#**

**trs**

#### 4.3 Maternity leave

Employees who have been granted 84 days' maternity leave and have returned to work, will have the option of taking the difference between the 84 days and 120 days with immediate effect. **E**mployees still on maternity leave must have their leave extended to cover 120' days paid leave.

**NP**

Please feel free to contact **3** if you have any enquiries.

**6**

Display the conclusion correctly

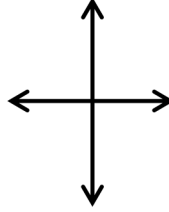
**7**

**QUESTION 2**

Key the following PROGRAMME in proper style on A5 book form. Note the proofing instructions. Save as: **PROGRAMME**.

[20]

**FRONT PAGE**



- Retrieve the image saved as image QUESTION 2 LOGO.
- Crop the image to display only the logo as shown here.

≠

Date

Tuesday, 8 March 2022

≠

Venue

The Safari Court Conference Hall

≠

Time

10:30 – 15:30

≠

Cost

N\$500 p/p

**In full**

- **Comic Sans, 14 pt,**
- **Type the underlined words in u/c + bold**

**LEFT INSIDE PAGE**

- Left align the information on this page from the top of the page.
- Type the underlined headings in u/c and bold

**PROGRAMME** ←

Sp. caps, bold, centre

10:30

Hanging - 1.5"

Registration and refreshments

≠

11:00

Welcome

Master of Ceremonies

Alberta Nkosi

≠

11:30 – 12:15

My Story of HopeFrances Good fortune

A mother's triumph over abandonment as a child, abuse, alcoholism and destitution. Frances offers inspiration, encouragement, support and hope. She encourages others through her amazing life story.

≠

12:15 - 13:00

Commonsense and Practical Self-Defence

Sheila Superwoman

4<sup>th</sup> Dan Sheila has 20 years of Arts Martial Training. She is a professional bodyguard who passes on her expertise to other women.

trs

≠

**LUNCH** ←

Sp. caps, bold, centre

**RIGHT INSIDE PAGE**

- Left align the information on this page in the centre of the page.
- Type the underlined words in u/c and bold

14:00 – 14:15	<b>Hanging - 1.5"</b>	<u>Entertainment</u>
<b>≠</b>		Gazza
14:15 – 15:00		<u>Namibia's Newest Millionaire</u>
		Mavis Moneymaker
		Mavis became a role model overnight. She sold her business for 10 million Dollars and gave each of her ten staff members N\$500 000!
<b>≠</b>		
15:00 – 15:30		<u>Lucky Draws and Prizegiving</u>
<b>≠</b>		

THANK YOU FOR YOUR ATTENDANCE

**Bold, centre**

**BACK PAGE**

- Centre align the information on this page from the bottom of the page.
- D/S
- Type the underlined words in u/c and bold

Sponsors: Trustco

Limited seating: Bookings are essential

Call: Naomi Strong – (061) 788 8883

Email: womensday@monday.com.na

## QUESTION 3

Prepare the signed TESTIMONIAL in proper style according to the rules of testimonials and apply the proofing instructions. Save as: **TESTIMONIAL**

[30]

**TYPIST:** Create a letterhead using the following information

**Bold, Arial,  
14 pt, centre**

On 21 January 2022, the principal, Dr Henry Kapofi of Ravensburger Intermediate College (101 Ombala Drive, Private Bag X36, Olympia, Windhoek, Namibia, Fax: 061-99 1300, Tel: 061-99 1301, E-mail: ravenb@gmail.com) wrote a testimonial for a teacher - Ms Edwina Haikali, ID 901403 0073 001, (née Mbitja).

To whom it may concern      Testimonial }

**Bold**

The undersigned is testifying in favour of

It is my great pleasure to personally recommend Ms Edwina Haikali for the role of Grade11 & 12 Economics and Accounting teacher at Ravensburger Intermediate College.

r.o.

Ms Haikali was a treasured member of our faculty for 6 years and was loved by students and teachers alike. As <sup>rector</sup> principal of Ravensburger Intermediate College, I can assure you that Ms Haikali is an outstanding teacher who will quickly become an integral member of your school's community. [When we hired Ms Haikali 6 years ago, her extensive knowledge of Economics and Accounting and the learning needs of children were immediately apparent. With her kind-hearted and nurturing nature, she seamlessly integrated herself into all her classes and effortlessly engaged with all her students.

**stet**

**NP**

**\*move paragraph in here**

**In  
full**

Since her very 1st year, Ms Haikali utilised her exceptional teaching abilities to improve the average grade of her students ~~by one letter grade~~. Her particularly adept use of multimedia, advanced visuals, and practical application enabled her to capture the attention of her students and ensure they were always focused on schoolwork in the

**del**



**\*move paragraph**

classroom. I am confident she will continue to produce such results in the future and will quickly become a new favourite among the students.

During her time at Ravensburger Intermediate College, she also significantly contributed to the girls' first hockey team, which she coached to victory last year.

I have no reservations giving Ms Haikali my highest recommendation for her future position. I am confident she will become an invaluable addition. [Please feel free to contact me if you have any questions regarding her character or teaching abilities.

**NP**

My best wishes accompany her.

**Prepare a signed conclusion**

**QUESTION 4**

Key the following **TABULAR STATEMENT** in proper style in landscape. Note the proofing symbols.  
 Set margins 0.5" left and top. Save as: **TABLE**

[40]

Schedule of Injuries	Senior personal accident plan							
	Benefits payable				Sp. caps, bold, centre			
	Plan A		Plan B		Plan C		u/c	
Up to 75 years	Up to 85 years	Up to 75 years	Up to 85 years	Up to 75 years	Up to 85 years			
Fractures	N\$ 25 000	N\$ 30 000	N\$ 15 000	N\$ 20 000	N\$ 7 500	N\$ 10 000		
Concussion	1 000	1 500	750	1 000	375	500		
Burns, second or third degree	8 000	9 000	5 000	6 000	2 000	3 000		
Dislocations	10 000	12 000	6 000	8 000	3 000	4 000		
Benefit options*								
	Plan B N\$20 000		Plan A N\$30 000		Plan C N\$10 000			
	N\$38,48	N\$38,48	N\$56,72	N\$20,24				
	N\$74,96	N\$74,96	N\$111,44	N\$38,48				

\*Note: These premiums include 14% VAT and a N\$2 administration fee.

**QUESTION 5**

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

[20]



**MINUTES  
COMMITTEE MEETING  
5 JULY 2022**

**MINUTES** of a Committee Meeting of the Rock River Soccer Club held at July 2022 at 7:15 pm.

**1. PRESENT**

D. Brown, K. Jones, F. Smith, A. Greaves, K. Holmes and L. Johnson.

**2. APOLOGIES**

J. Carroll, G. Edwards, S. Davies.

**3. READING OF MINUTES OF PREVIOUS MEETING**

Moved by A. Greaves that minutes of the previous meeting on 1<sup>st</sup> March 2022 be adopted as a true record. Seconded: G. Edwards; Motion was carried.

**4. MATTERS ARISING**

- a. In the matter of Chris Thompson, minutes recording the committee decision have been located and, if time allows, the matter will be added to the agenda for this meeting.

- b. Concerns and issues raised by M. Owens at the previous committee meeting (1 March 2022) regarding his contract of employment, have received attention by Messrs K. Jones and S. Davies.
- c. The committee is resolved to re-examine the clubs need for refinancing in March 2022 in time for the General Meeting after Easter. This may involve choosing a new banking institution.

## **5. FINANCE REPORTS**

The Treasurer tabled the Monthly Financial Reports for June 2022.

## **6. CORRESPONDENCE INWARDS**

- a. P. Beattie - Volunteer Awards 2022 Committee agreed with suggestion from F. Smith to nominate Matthew Gray for an award for his services to the club.
- b. Fun Sports Australia - Ideas for fun fundraising activities.
- c. IEA Sport - Newsletter.
- d. Blackstone Shire Council - Newsletter.

## **7. CORRESPONDENCE OUTWARDS**

- a. Office of Fair Trading - Submission of Annual Return.
- b. Office of Gaming Regulation (QOGR)  
Copy of Annual Report must be sent to QOGR by 14 July  
Annual Report includes:
  - (1) Audited Financial Statements
  - (2) Auditors Report
  - (3) Statement of Club Members

## **8. COACH UPDATE CLINIC WITH GEOFF PIKE**

Event will take place on 26 August 2022, 2:00 pm - 8:00 pm. Coaches attending will receive coach update points. The target for participants is 50. S. Murray may bring 10 - 20 participants. Cost for participants will be N\$33 including VAT.

**9. ACADEMY UPDATE**

G. Edwards gave an update of the Academy which included:

- Black Stump Soccer Club has also gained a coach from Sunshine Bay Soccer Club.
- John Hopkins will coach U17.
- G. Edwards will coach U13 Development Squad.
- Raffle Tickets have arrived and will be distributed to Academy Players.

**10. DELIVERY OF PHONE BOOKS**

This fundraising project was cancelled by the committee due to lack of volunteers.

**11. NEW COMMITTEE MEMBER**

Following advice from John Hopkins it was moved by A. Greaves and seconded by K. Holmes that John Hopkins be appointed as a committee member. Carried unanimously.

**12. SPONSORSHIP**

Should seek sponsorship from Group Training Queensland.

**13. CANTEEN CONVENOR**

Ideas were put forward on how to obtain a canteen convenor and voluntary support for the canteen. Expression of interest for position to go up in club and circulated by email. All teams should be rostered to assist in the canteen.

The meeting concluded at 10:15 pm.

.....  
CHAIRMAN

.....  
SECRETARY

.....  
DATE

**QUESTION 6**

1. Use MS Excel and RETRIEVE the spreadsheet saved as PAPER 2 QUESTION 6. Save the file as **SPREADSHEET. 1**. Save your work frequently when working through the question.

**2. Edit the spreadsheet as follows:**

2.1 Add rows at the top of the spreadsheet to insert the following headings in Cell A1 and A3:

**A1** - OMBILI SUPER FOODS  
**A3** - SALES FOR OCTOBER 2022

Display the heading in row A1 in bold and point size 14.  
 Display the heading in row A3 in bold, italics and point size 12.  
 Centre both headings across the spreadsheet.

[2]

2.2 Leave row A4 open after the column headings.

[1]

2.3 Add a new column TOTAL INCOME between UNITS SOLD and TOTAL PROFIT.  
 Fit the column width throughout the document.

[2]

2.4 Transpose the SELLING PRICE and MARK-UP columns.

[1]

2.5 Add the following data at the end of the spreadsheet.

[1]

ITEMS	COST PRICE	UNITS SOLD
Pizzas	9.40	158

2.6 Sort the ITEMS with the values in alphabetical order.

[1]

2.7 Bold print all the column headings.

[1]

2.8 Right align all the column headings except the ITEM column.

[1]

2.9 Insert a blank row after the last ITEM and add the following in bold print:

**TOTAL  
 LOWEST PROFIT  
 HIGHEST PROFIT  
 AVERAGE PROFIT**

[1]

2.10 Insert a formula to calculate the following:

- MARK-UP = Cost Price multiply 15 %
- SELLING PRICE = (Cost Price plus Mark-Up)
- TOTAL INCOME = (Selling Price multiply Units Sold)
- TOTAL PROFIT = (Mark-Up multiply Units Sold)

[4]

- 2.11 Display the values from COST PRICE to TOTAL INCOME with a currency (\$) and two decimal places. [1]
- 2.12 Display the values of the TOTAL PROFIT column as integers with a currency (\$). [1]
- 2.13 Insert a formula to calculate the following:
- TOTAL PROFIT  
LOWEST PROFIT  
HIGHEST PROFIT  
AVERAGE PROFIT
- Display with a currency and zero decimals. [5]
- 2.14 Insert border across the spreadsheet with the method you are familiar. [1]
- 2.15 Print one copy of the edited spreadsheet in landscape, fit to one page, centered vertically and horizontally and save. [2]
- 2.16 Print a copy of the edited spreadsheet showing the formulae used and save. Auto fit the columns. [1]
- 2.17 Create a Pie Graph to display the Profit for 2022 for each Item. Print the graph on a separate sheet.
- 2.17.1 Chart title to be displayed at the centre top of the graph: [1]
- PROFIT FOR OCTOBER 2022
- 2.17.2 Display data labels for each item. [1]
- 2.17.3 Display a legend of the graph. [1]
- 2.18 Save the graph as QUESTION 6 GRAPH. [30]

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