

NAMIBIA SENIOR SECONDARY CERTIFICATE

OFFICE ADMINISTRATION AND KEYBOARDING ORDINARY LEVEL

4348/2

PAPER 2 Text Layout (Computer)

3 hours

Marks 180

2020

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 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, 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 **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**. Be sure to save your work regularly when producing the 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	Date	13 September 2020	20 September 2020
2	Title	Ms	Mr
3	First Name	Birgitte	Mark
4	Last Name	Hoffmann	Sevelinus
5	Street	Bayside Avenue	Parker Street
6	Extension	Vineta	Ocean View
7	TOWN	SWAKOPMUND	SWAKOPMUND
8	Sender	Denver van Wyk	Denver van Wyk
9	Designation	CONSULTANT	CONSULTANT
10	Typist	zv	zv

1.2 LETTER

1. Retrieve the letterhead saved as **FITNESS** from the C-drive and key the following LETTER in proper style. Note the manuscript instructions.
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" and a right-hand margin of 1".
4. Apply the rules for typing correspondence.
5. The places where fields must be inserted are indicated in bold print with the number of the field.
6. Leave spaces open for the insertion of the different fields.
7. Use **MAIL MERGE** and complete Question 1.
8. Save your document as **FORM LETTER**.
9. **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]

SUBJECT HEADING: Bring exercise into your life!

Bold, u/c

1

2, 3, 4

5

6

7

Dear 2, 4

You do not have to invest in expensive equipment or spend a fortune making exercise a part of your life. Lean Machine Fitness Club offers equipment and facilities at unbeatable prices:

sp

super

Activity	Facilities	Action Plan
<p><u>Aerobics</u></p> <p>in full</p> <p>stet</p>	<p>We offer superb classes, morning, afternoon & evening. learned Beginners are <u>taught</u> basic workout; more advanced classes challenge the more experienced; specialised classes include kickboxing which combines martial arts with aerobics.</p>	<p>Start with low impact aerobics, when one foot stays on the ground, and progress gradually to high impact if you wish.</p>
<p><u>Swimming</u></p>	<p>Come and swim in our indoor heated pool, or join an aqua-aerobics class.</p>	<p>Never swim until at least 1 hour after eating. Don't struggle to keep your <u>head</u> out of water – it puts strain on your neck and back Λ</p>

u/c

Bold, u/c

u/c

#

Λ.

<p>u/c</p>	<p>Cycling & Spinning</p> <p>↓</p> <p>in full</p>	<p>Use our exercise bikes or take part in a group workout on bikes to music.</p> <p>↑</p>	<p>We will teach you to use our equipment to / optimum.</p>
<p>u/c</p>	<p>Circuit & Weight Training</p> <p>↘</p> <p>in full</p>	<p>Tone and condition your muscles on the latest training equipment available.</p>	<p>Cycling is suitable for people of most ages and levels of fitness.</p>
<p>u/c</p>	<p>Walk-run Programme</p> <p>Instruction is given from beginners to advanced.</p>	<p>We use the adjacent rugby fields for this activity. We prepare you to walk-run longer distances at cross country events that are offered.</p>	<p>This activity is suitable for those who have to exercise for a long time and is designed to improve fitness.</p>

trs

Tempted? Have we whetted your appetite? **u/c, bold**

ital, bold

Join now and take advantage of our Special Offer of N\$400 per month for one year (our normal price is N\$500 per month). Or call us to make an appointment to chat about your needs. Vitality is a feeling of well-being that enables you to sail through your busy days! Let us help you achieve it.

Yours faithfully

8

9

DVW/10

QUESTION 2

Key the following MINUTES with an action column in proper style. Note the editing signs. Save the file as QUESTION 2 immediately you start work on this question and save your work regularly when working through the question. Print the question.

[30]

Nedbank City Marathon

WordArt - row one, column one, bold, u/c font size 28, Arial centre

Minutes of a committee meeting held on 2 October 2020 at 20:00 in the Boardroom of Nedbank.

Present:

run on

Angela Sainsbury (chairperson), Jacques Richards (vice-chairperson), Robert Wolff (treasurer), Rose Sawyers (secretary), Mary Lindt and Charles Crawford (additional members).

Apologies: Robbie Andrews and Blair.

Ingrid

TYPIST:
All underlined headings in u/c

<u>Action</u>
trs
stet

- Welcome: Angela welcomed everyone.
- Attendance: All members were asked to attend all meetings until Marathon Day, 16 November 2020.
- Previous Minutes: Minutes were approved and read.
- Correspondence: Rose asked that draft letters be given to her in ^{great} good time, especially requests for donations.

5. Marketing: Jacques will contact Barriers, 'The Namibian' newspaper and Energy Advertising.

6. Portfolio:

6.1 Water tables have been allocated.

Charles will order water sachets, tables and Coca Cola.

6.2 Grounds/Venue: Mary has finalised start and finish lines and handed out a map of / venue. She will set up a meeting with timekeepers and referees.

6. ~~4~~ Registration and Prize Giving:

Robert will put up notices at the club asking for people to help at registration. He will prepare his plan for the prize giving before the next meeting.

6.4 Marshalls: Robbie has identified the marshall points. He will be asked by Angela to organise runners and walkers.

Action

JJ

ital

del / 3

close up

RR YY

del

The meeting closed at 40:30 22:15 and the next meeting will be held on 31 October 2020.

bold

.....
Chairperson
.....

Secretary

6 October 2020

QUESTION 3

Key the following PROGRAMME in proper style on A5 book form. Information on each page must be vertically centered. Note the manuscript instructions. Save the file as QUESTION 3 immediately you start work on this question and save your work regularly when working through the question. Print the question.

[25]

FRONT PAGE

The Windhoek College Of The Arts

16 pt

presents a

Concert

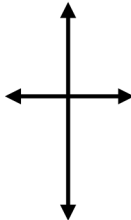
to be held in

His Majesty Theatre

Saturday, 17 November 2020

at

19:30



Type underlined parts in u/c.
D/s

LEFT INSIDE PAGE

Centre, d/s

Programme

Sp. caps & bold

Hello Dolly

u/c & bold

Act One

u/c

Scene 1

Along Fourth Avenue

Scene 2

Grand Central Station

Scene 3

The Yankers Depot

Scene 4

Inside the Hat Shop

Scene 5

The Park

TYPIST: Adjust line spacing where necessary so that the name of the scene and the name of the performer stand in line with the scene no.

Dolly & Co.

Dolly & Co.

The People of Yankers

Ms Molloy & Dolly

Dolly & Co.

d/s

Interval

Sp. caps & bold

RIGHT INSIDE PAGE

Act Two

u/c, bold, center

- Scene 1
- Scene 2
- Scene 3
- Scene 4
- Scene 5

u/c

On Fifth Avenue

Outside / Gardens Restaurant

The Polka Contest

A Centre Street on Courtroom

The Hay and Feed Stove Yankers



**Name of scene can be typed
on more than one line**

Cornelius & Minnie

Fay & Barnaby

Ms Molloy, Minnie,

Barnaby & Contestants

Cornelius & Prisoners

Dolly & Co.



trs

**Names of performers can be
typed on more than one line**

QUESTION 4

Key the following LAST WILL AND TESTAMENT in proper style on A4 paper. Take note of the manuscript instructions and apply the rules for typing testaments. Save as QUESTION 4 immediately you start work on this question and save your work regularly when working through the question. Print the question.

[30]

Last Will and Testament

TYPIST: All underlined words to be keyed in u/c

This is the last will and testament of Graham Abraham Reviglio, ID 640601 0545 00 4 who lives at "Eikehof", Suiderhof, Windhoek. [1. I hereby revoke, cancel and annul all previous Wills, codicils and other testamentary heretofore made or executed by me and declare the following to be my last will and testament.

NP

trs

2. I appoint Christopher Stan Davids of Swakopmund and Laetitia Izelle Fisch of Walvis Bay to be the executors of this my Will and Administrators of my estate.

Stone

3. I bequeath my holiday home "At the Rock", situated at Henties Bay to my daughter, Katia Lesley Reviglio, to do with as she wishes.

stet

4. I bequeath my home to my son, Gordon Jason Reviglio, to do with as he so wishes. [5. I bequeath all my policies, investments and shares to be converted into cash and divided equally between my son and daughter.

NP

6. I reserve the right at any time hereafter to make all such alterations and additions to this will as I shall think fit.

—————> **Insert a page break here**

Thus done and executed at Windhoek on this the seventh day of SEPTEMBER 2020, in the presence of the undersigned impartial witnesses, both being present at the same time.

AS WITNESSES

1.
TESTATOR
2.

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]**

WINDHOEK SECRETARIAL COLLEGE

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E-mail: seccolwhk@jway.na

Private Bag 67
Independence Avenue
WINDHOEK

2 September 2020

TO WHOM IT MAY CONCERN

This is to certify that since January 2009

DUNCAN PETER WILLIAMS (700621 02 0113)

has been a member of staff of this College. During that time he taught Office Administration and Keyboarding and Communication and Department from first to third year.

I can testify to the fact that Mr Williams is a very competent member of staff. Not only has he carried out his work with consistent success, but also has he readily co-operated in the general administration of the College.

Mr Williams' success as a teacher must also be attributed to the fact that he has remained a student. By means of diligent study he completed the requirements for the MA degree and has, in doing so, undoubtedly added to his value as lecturer.

As a student counsellor he has actively assisted in another aspect of the life at college, and at all times he has shown himself willing to assist students and colleagues.

The college library owes much to him, and for many years the college annual was entrusted to his care.

2/....

I have always found Mr Williams an efficient and loyal colleague, and have no hesitation in recommending him. He maintains sound discipline and is a most effective lecturer, always very thorough and attends to detail.

I regret his leaving but fully understand his reasons for desiring to make a change.

The best wishes of staff accompany him.

C.P. Malutsi
PRINCIPAL

QUESTION 6

1. Create a spreadsheet using the information below. Do not put any lines or border on it yet. Save the file as QUESTION 6 immediately you start work on this question and save your work regularly when working through the question.
2. Use font style ARIAL and font size 12.
3. Print the spreadsheet in landscape.
4. Fit spreadsheet to one page.
5. Use left and right margins of 0.5".
6. Start keying in cell A2.
7. Save as: **QUESTION 6**
8. Ask for Question 6.1 and do the necessary editing.

[35]

TYPE	STOCK	SOLD	UNSOLD	HEIGHT
APPLE	30	16		
LEMON	6	6		
PLUM	25	12		
PEAR	30	14		
CHERRY	20	10		
DAMSON	12	6		
QUINCE	12	3		
PEACH	10	8		
NECTARINE	10	7		
APRICOT	16	4		
MULBERRY	10	5		
FIG	12	9		