

NAMIBIA SENIOR SECONDARY CERTIFICATE

**OFFICE ADMINISTRATION AND
KEYBOARDING APPLICATIONS ORDINARY LEVEL**

4348/2

PAPER 2 Text Layout (Computer)

3 hours

2017

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.
- 3 Center and bold print **Sunshine Products Pty Ltd** and **Sales Analysis and Wage Statement** across the width of the spreadsheet. [1]
- 4 Center and bold print all the other column headings horizontally in the cells. [1]
- 5 Insert a row between Sunshine Products Pty Ltd and Sales Analysis and Wage Statement. [1]
- 6 Change the "Days Worked" to 26. [1]
- 7 Center and bold print **Wage Statement** across the width of the spreadsheet. [1]
- 8 Add a new employee after Redford, namely Nkosi, I.V. who sold the following quantities:

January	=	256	
February	=	235	
March	=	90	
April	=	178	[1]
- 9 Nkosi, I.V. basic salary is the same as for the other salesmen.
- 10 Sort the salesmen alphabetically on both the Sales Analysis Section and Wage Statement. [1]
- 11 Place formulae or functions where the ? is placed to calculate the following:
 - 11.1 **TOTAL SOLD:** The sum of the items sold during the four months. Copy the values to the TOTAL SOLD column on the Wage Statement. [1]
 - 11.2 **AVERAGE:** Average items sold by the salesmen over the four months. [1]
 - 11.3 **MAXIMUM ITEMS SOLD:** Maximum items sold by the salesmen over the four months. [1]
 - 11.4 **MINIMUM ITEMS SOLD:** Minimum items sold by the salesmen over the four months. [1]
 - 11.5 **N\$5 PER ITEM SOLD:** Total sold multiplied with N\$5,00. [1]
 - 11.6 **GROSS WAGE:** Basic Salary plus N\$5 per item sold. [1]

- 11.7 TAX:** 25 % of Gross Wage. [1]
- 11.8 NETT WAGE:** Gross Salary minus Tax. [1]
- 12** Display all the amounts on the Sales Analysis as integers. [1]
- 13** Display all the amounts on the Wage Statement with the \$ currency symbol and two decimals. [2]
- 14** Print the spreadsheet showing the calculations with borders in portrait orientation. [1]
- 15** Print the spreadsheet showing the formulas in landscape orientation.
Fit to one page and autofit the columns. [1]
- 16** Save the file as **QUESTION 6.2**.

BLANK PAGE