

NAMIBIA SENIOR SECONDARY CERTIFICATE

**OFFICE ADMINISTRATION AND
KEYBOARDING ORDINARY LEVEL**

4348/2

PAPER 2 Text Layout (Computer)

3 hours

2020

INVIGILATOR'S NOTES

- Ensure that candidates have keyed in **Question 6** before Question 6.1 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 6.1**EDITING INSTRUCTIONS FOR QUESTION 6**

1. Type the following information in capital letters in cell A1:
Your name and surname, candidate number and Question 6. [1]
2. Left align the first column, including the heading TYPE.
Right align the other column headings and data. [1]
3. Enter a formula for APPLE in the UNSOLD column to calculate
the number of unsold trees (STOCK minus SOLD).
Replicate this formula down the column for all the other trees
(LEMON to FIG inclusive). [1]
4. Adjust the column widths to fully display the data. [1]
5. Add the word TOTAL in the first column, below the word FIG.
Use the SUM function to calculate the total for the STOCK column.
Replicate this function to give the total for the SOLD and UNSOLD
columns. [1]
6. Delete the row for LEMON. Insert a row between CHERRY and
DAMSON for the tree ORANGE. Enter the following details:

TYPE	STOCK	SOLD
ORANGE	10	8

- Replicate the formula for UNSOLD in this row. [1]
7. Delete the word HEIGHT. Add a column to the right of UNSOLD.
Insert the column heading PRICE and enter the following figures: [1]

TYPE	PRICE
APPLE	7.99
PLUM	8.99
PEAR	7.99
CHERRY	8.75
ORANGE	14.95
DAMSON	10.25
QUINCE	6.95
PEACH	9.99
NECTARINE	9.99
APRICOT	11.95
MULBERRY	15.00
FIG	12.25

8. Set the numbers in the PRICE column to currency (\$), with 2
decimal places. [1]

9. In the first column add the word AVERAGE below TOTAL.
Enter a function to calculate the average for the SOLD column.
Replicate this function to the UNSOLD and PRICE columns. [1]
 10. Format the numeric data for the AVERAGE values for the SOLD,
UNSOLD and PRICE columns as integers. [1]
 11. Add a column named SALES to the right of PRICE. Enter a
formula to calculate the sales for the first entry APPLE
(SOLD multiplied by PRICE).
Replicate this formula down the column for the other
trees (PLUM to FIG). [1]
 12. Insert a row at A2. Put the title SALES OF FRUIT TREES in cell A3.
Set the title to font size 16 and type in bold and italics and centered
across the spreadsheet. [1]
 13. Insert borders around all cells, excluding the title. [1]
 14. Use the SUM function to calculate the TOTAL for the PRICE and
SALES columns with a currency and zero decimals. Format the values in the SALES
column to currency (\$), 2 decimal places. [2]
 15. Print one copy of the edited spreadsheet in landscape orientation
to fit to one page, centered vertically and horizontally and save. [1]
 16. Print a copy of the edited spreadsheet, showing the formulae used,
fitted to one page, landscape orientation, centered vertically and
horizontally. Adjust the columns to fit the formulae. [1]
- [17]**

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