

This marking guideline consists of 32 pages.

27 MAY 2013

COMPUTER PRACTICE N4

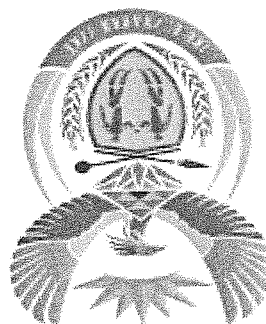
JUNE EXAMINATION

NATIONAL CERTIFICATE

MARKING GUIDELINE

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

higher education
& training



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QUESTION 1

SECTION A: THEORY

1.1 True

1.2 True

1.3 False

1.4 False

QUESTION 2

2.1 Impact printer (1)

Dot matrix printer, Daisy wheel printer

Non-impact printer

Laser printer, Ink jet printer, Thermal printer

(1)
(1)
(1)
(1)

2.2 Difference between the RAM and the ROM

Read Only Memory (ROM)	Random Access Memory (RAM)
• Store data permanently.	• Store data temporarily.
• Data cannot be changed therefore it can only be read and not written to.	• Data can be changed, added and written to disks.
• Retain information when power is switched off.	• Information erased when computer is switched off.
• Information stored during manufacturing.	• Determines the size of the total memory.

2.3

Types of computers

Mainframe computers	• Large computers used by institutions such as banks. • Vast amount of information can be processed at a high speed. • Terminals are linked to the main frame. • User access through terminals. • Largest capacity in terms of data storage. • Expensive to maintain.
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Supercomputer

- Large computers used by big institutions.
- More expensive than the main frame.
- Not easily moved.

Minicomputer

- Between the micro and main frame computers in size, used by medium sized businesses and educational institutions.
- Limited amount of terminals can be linked.

Personal computer (Microcomputer)

- Personal computer consists of a CPU, hard drive, storage devices, input and output devices, memory and other peripherals.
- Have only one operator.
- Does not have terminals.

Network computers

- Two or more personal computers sharing information and resources with each other.
- Network cables, wireless connection or satellite connection is needed to connect.
- Minimise the amount of memory and processor power required by work stations.
- Rely on the power of the network server.

Laptop computers

- Small mobile computers that can be carried and used in locations without electricity.
- Battery operated and can be recharged.

Personal Digital Assistant (PDA)

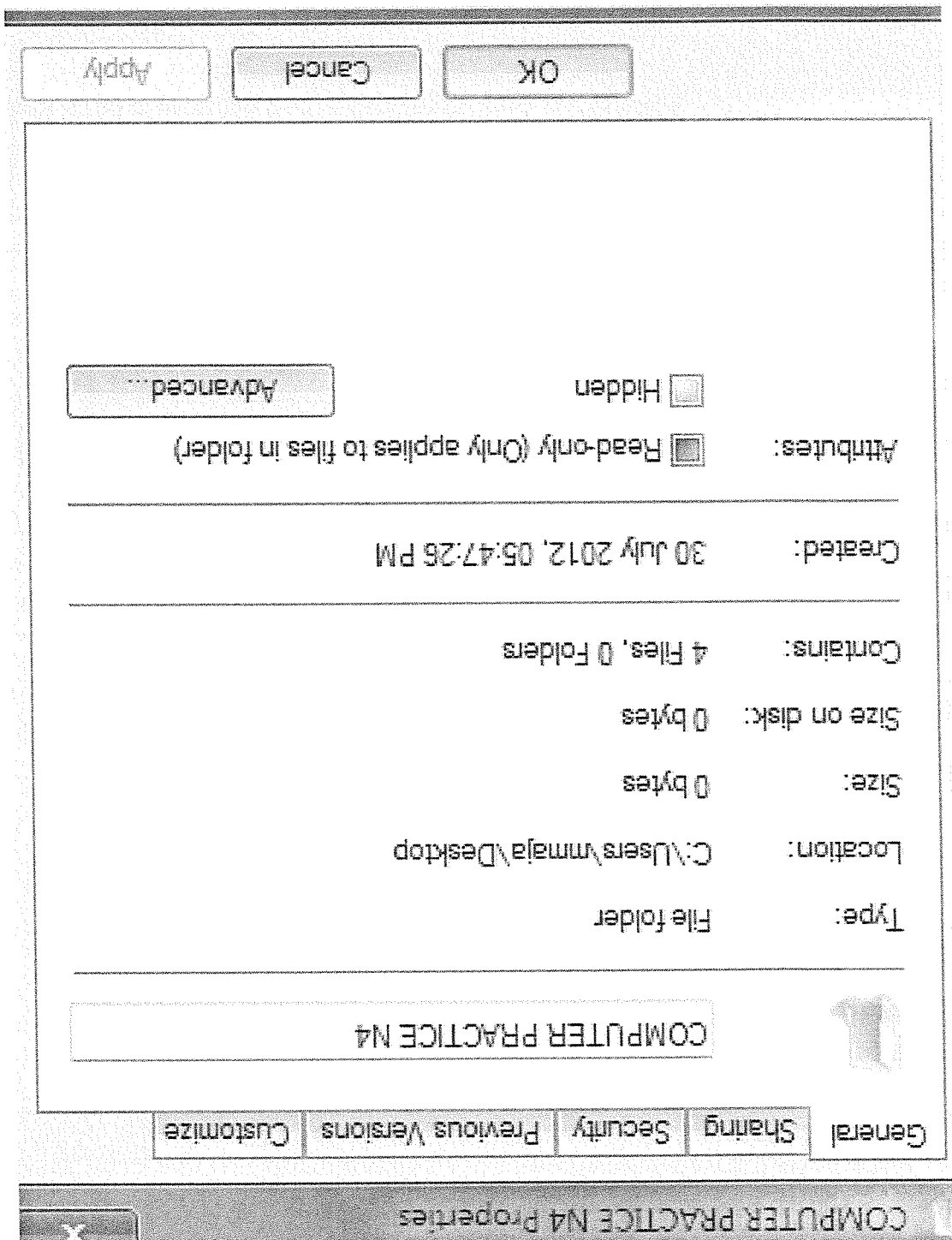
- Smallest, function to maintain a diary, keep contact lists, calendars and have built-in applications, etc.
- Cellphones contain a PDA.

(ANY 4 x 2 = 1 mark for name and 1 mark for explanation)

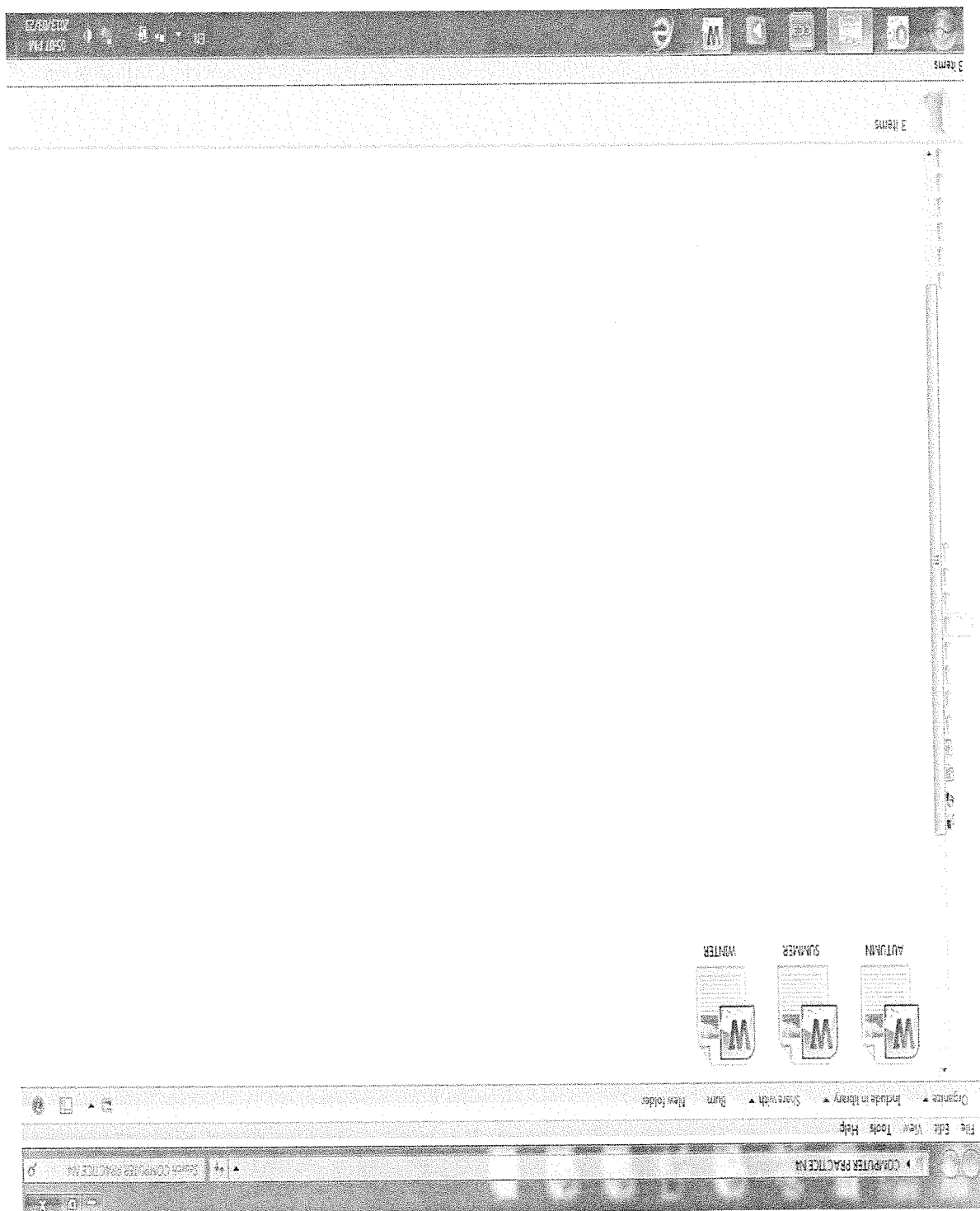
[16]
(8)

QUESTION 3

QUESTION 3.1

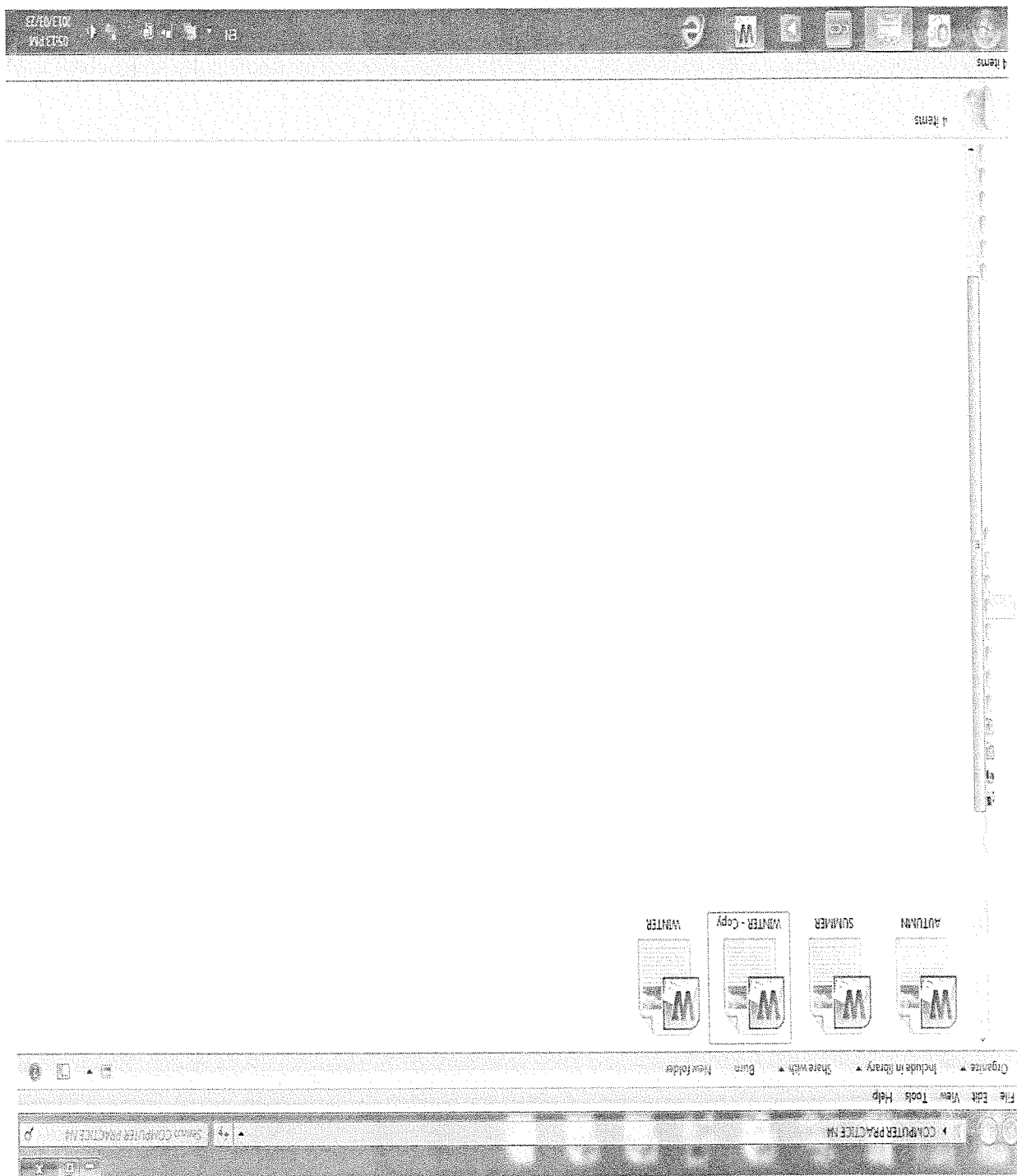


QUESTION 3.2



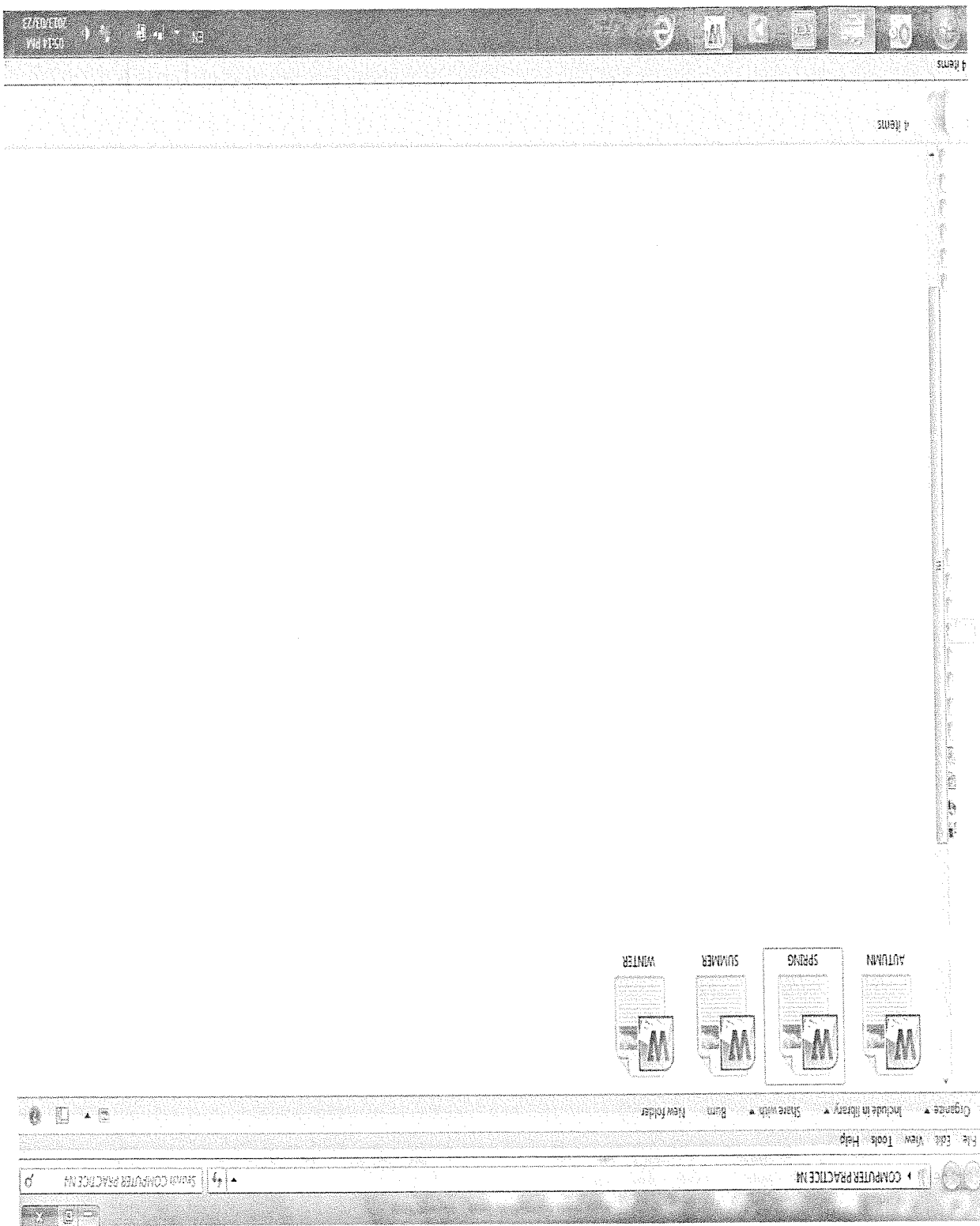
(2)

QUESTION 3.3



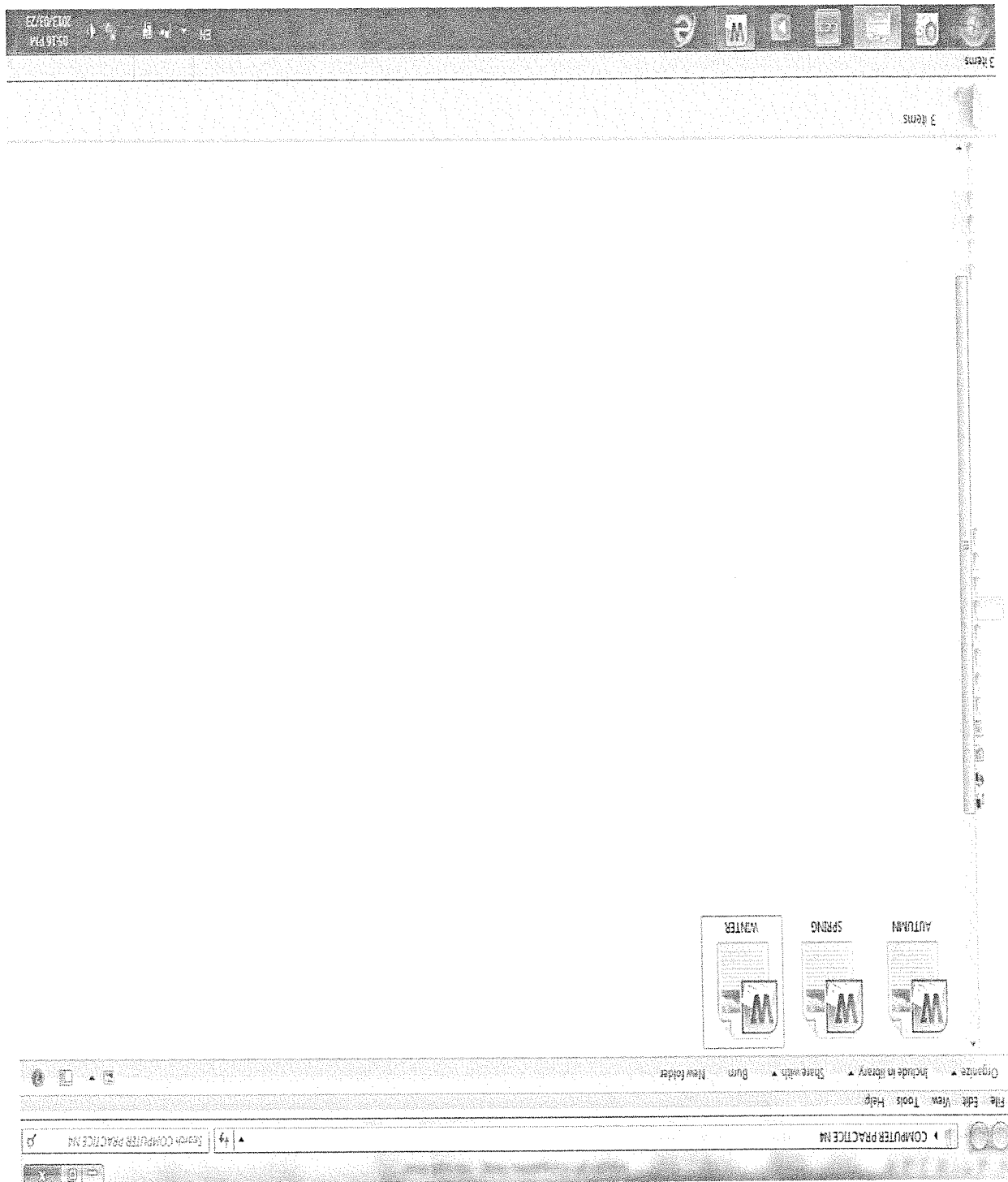
(2)

QUESTION 3.4



(2)

QUESTION 3.5



(2)
[10]

TOTAL SECTION A: 30

SECTION B: WORD PROCESSING

QUESTION 1

ACCURACY
MANIPULATION
(6)
(34)

MARK	ACCURACY ERRORS
1	[QUESTION 1B] not keyed in
1	[EXAMINATION NUMBER] not keyed in
1	[Travelling tips] not keyed in
1	[Safety begins when you pack] not keyed in
1	[Valuables, passport, cash and credit cards] not keyed in
1	[Overseas travel and tourism] not keyed in

MARK	MANIPULATION ERRORS
1	Margins incorrect
2	Upper/lower case incorrect
3	Letter spaces incorrect
4	Line spacing incorrect
5	[QUESTION 1B] (left) not inserted as header in capitals letters and/or incorrect
6	[EXAMINATION NUMBER] (right) not inserted as header and/or incorrect
7	Page numbers not inserted at top
8	centred on each page and/or incorrect. If no page numbers, loose 7 and 8
9	[Travelling tips] not inserted in capital letters,
10	bold, italics and underlined and/or incorrect
11	Justification of page one not changed to full and hyphenation function not used and/or incorrect
12	[Embassy] not changed to capital letters and
13	underlined. (2 x changes). If all not changed, loose 12 and 13 – function not used
14	Line spacing of [Most ... limited.] paragraph not changed to single and/or incorrect
15	Left- and
16	right-hand margin not indented at 1.27 cm/0.5" on page 1 and/or incorrect

17	Page break not inserted and/or incorrect
18	[We ... abroad.] not changed to capital letters and italics and/or incorrect
19	[Safety begins when you pack] not inserted in capital letters, italics and centred and/or incorrect
20	Two parallel columns not changed to one column and/or incorrect
21	a), b), c) and d) not inserted and/or incorrect
22	Not two letter spaces after alphabet and/or incorrect
23	Indentation incorrect
24	Line spacing not changed to 1.5 and/or incorrect
25	Paragraphs not arranged in alphabetical order and/or incorrect
26	[Variables ... cards] not inserted in capital letters, italics and centre and/or incorrect
27	Column function not used and/or incorrect
28	Numbers not deleted and/or incorrect
29	Runs on with two letter spaces after sentences incorrect
30	Content not in line and/or incorrect
31	[Medicines ... first.] paragraph not deleted and/or incorrect
32	[Thank ... journey!] paragraph not moved and/or incorrect
33	[Thank ... journey!] not changed to capital letters, bold and centre and/or incorrect
34	[Overseas travel and tourism] not inserted as footer in
35	capital letters, bold and aligned right and/or incorrect
36	Font and font size incorrect and/or if more than one printout is handed in

QUESTION 1B (5) 1A

1 (6) 1A

EXAMINATION NUMBER

(7) page numbers top (8) centre

1 A(9) /, uc (10) bold, italics & underline

(11) justification full & hyphenation

TRAVELLING TIPS

When you travel abroad, the odds are in your favour that you will have a safe and incident-free trip. However, crime and violence as well as unexpected difficulties do happen in all parts of the world. No one can advise you better than the consular officers who work in the EMBASSY and consulate offices around the world. Every day of the year embassies and consulate officers receive calls from citizens in distress.

(12) (13) f & r, uc, n/f

(15) left Most problems can be solved telephonically or by a visit of the citizen to the consular section of the nearest EMBASSY or consulate. There are less fortunate occasions when diplomats are called on to meet citizens at foreign police stations, hospitals, prisons and even at morgues. In these cases the assistance that diplomats can offer is specific, but limited.

(14) line spacing x/s

(17) page break

(1) margins incorrect
(2) uc/lc
(3) /s
(4) =

OVERSEAS TRAVEL AND TOURISM
1 A(3-7) /, (35) uc, bold, align right

QUESTION 1B (5) 1A 2 (6) 1A EXAMINATION NUMBER

WE HAVE PREPARED THE FOLLOWING TRAVELLING TIPS TO AVOID
SERIOUS DIFFICULTIES DURING YOUR TRAVEL ABROAD. (18) uc, italics

SAFETY BEGINS WHEN YOU PACK 1 A(19) & uc, italics, centre

(20) 1 column
a) Always try to travel light. You can move more quickly and
less tired and less likely to put your luggage down leaving
it unattended.
(21) a), b), c) and d) inserted (22) two spaces after alphabet (23) indentation
b) To avoid being a target, dress conservatively and do not
wear expensive jewellery. Casual clothes can mark you as a
tourist.
(24) 6/5 is

c) Carry the minimum amount necessary for your trip and plan a
place or places to conceal it.
(25) alphabetical order

d) Have the details of your accommodation before you leave for
holiday.

1 A(26) & uc, italics, centre
VALUABLES, PASSPORT, CASH AND CREDIT CARDS

(27) column function (28) numbers deleted (29) runs on & two letter spaces

Your passport, cash and credit cards are more

(30)

secure when locked in a hotel safe. When you have to carry them on your person, it is best to conceal them in several places rather than putting them all in one wallet or bag. Avoid handbags and pockets that are easy targets for thieves.

One of the safest places to carry valuables is in a bag or money bag worn under your clothing. If you wear glasses, pack an extra pair, bring them and any medicines you need in your bag that you carry on board.

(31) paragraph deleted

THANK YOU FOR BECOMING AN INFORMED TRAVELLER. WE WISH YOU A
SAFE AND WONDERFUL JOURNEY!

(32) paragraph moved (33) uc, bold, centre

(36) font/font size, more than 1, printout

OVERSEAS TRAVEL AND TOURISM
1 A(34) & (35) uc, bold, align right

QUESTION 2A

ACCURACY
MANIPULATION

(10)
(5)

MARK		ACCURACY ERRORS
1	1	[EXAMINATION NUMBER] not keyed in
1		[QUESTION 2A] not keyed in
		All other keying errors in text

MARK		MANIPULATION ERRORS
1		Margins incorrect
2		Upper/lower case incorrect
3		Letter spaces incorrect
4		Line spacing incorrect
5		Justification incorrect and/or hyphenation incorrect
6		[EXAMINATION NUMBER] (left) not inserted as a footer and
7		[QUESTION 2A] (right) not inserted as a footer in capital letters and/or incorrect
8		Font and font size incorrect (Courier New 12)
9		Paper size incorrect

15 June 2013

Mr JK Williams
P O Box 20
Pretoria West
0117

Dear Mr Williams

Thank you for enquiring about our 2013 holiday packages.

We have the following on offer:

Easter packages

Return flights to Cape Town, 7 nights' accommodation, breakfast and dinner daily

Return flights to Durban, 5 nights' accommodation, breakfast and beach basket

Winter packages

Drakensberg: return flights plus 3 nights' accommodation

Mpumalanga: 7 nights' accommodation, breakfast, lunch and dinner

Glimpse of Europe 5 days tour

Visit Amsterdam, Rhineland, Paris and Lucerne

Greek Island 10 days tour

Visit Athens, Paros and Mykonos

1	Margins incorrect
2	Upper/lower case incorrect
3	Letter spaces incorrect
4	Line spacing incorrect
5	Justification incorrect and/or hyphenation incorrect
6	[EXAMINATION NUMBER] (left) not inserted as footer and
7	[QUESTION 2A] (right) not inserted as footer in capital letters and/or incorrect
8	Font and font size incorrect (Courier New 12)
9	Paper size incorrect

QUESTION 2B

ACCURACY
MANIPULATION(11)
(19)

MARK	ACCURACY ERRORS	
1	[Lowest prices guaranteed!] not keyed in	
1	[Forever Holidays] not keyed in	
2	[21 ... 0002] not keyed in	
1	[Holiday packages] not keyed in	
1	[We also offer the following overseas tours:] not keyed in	
1	[The following prices are per person:] not keyed in	
3	[Easter ... faithfully] not keyed in	
1	[MD Zulu] and [Manager] not keyed in	

MARK	MANIPULATION ERRORS	
1	Left-hand margin not changed to 3.75 cm/1.5" and/or incorrect	
2	Upper/lower case incorrect	
3	Letter spaces incorrect	
4	Line spacing incorrect	
5	[Lowest prices guaranteed!] not inserted as a header in capital letters, bold and centred and/or incorrect	
6	[Forever Holidays] not inserted in capital letters, bold and centred and/or incorrect	
7	[21 ... 0002] not inserted and/or incorrect	
8	Left tabular stops not set at 8.89 cm/3.5" and/or incorrect	
9	[Pretoria] and [Pretoria West] not changed to capital letters and/or incorrect	
10	[Holiday packages] not inserted in capital letters and/or incorrect	
11	[Easter packages] and [Winter packages] not changed to capital letters, bold and underlining not deleted and/or incorrect	
12	[We also offer the following overseas tours:] not inserted in capital letters, bold and aligned right and/or incorrect	
13	[Greek Island 10 days tour] and [Glimpse of Europe 5 days tour] not changed to capital letters and italics and/or incorrect	
14	Paragraphs not transposed and/or incorrect	

15	Page break not inserted and/or incorrect
16	[The following prices are per person:] not inserted in capital letters, bold and centred and/or incorrect
17	[Easter ... faithfully] not inserted and/or incorrect
18	Decimal tab stop not inserted and/or incorrect
19	[Easter packages] and [Winter packages] not underlined and/or incorrect
20	[MD Zulu] and [Manager] not inserted in capital letters and bold and/or incorrect
21	[QUESTION 2A] in footer not changed to [QUESTION 2B] and/or incorrect

LOWEST PRICES GUARANTEED!

FOREVER HOLIDAYS (5) A, uc, bold, centre 1A
(6) A, uc, bold, centre 1A

(7) A 2A (5) tab stop 8.89/3.5"

21 Nelson Mandela Street
PRETORIA (9) uc

0002

15 June 2013

(1) Mlargins incorrect (left 1.5")
(2) uc/c
(3) f/s
(4) "

Mr JK Williams

P O Box 20

PRETORIA WEST (9) uc

0117

Dear Mr Williams

HOLIDAY PACKAGES (10) uc, 1A

Thank you for enquiring about our 2013 holiday packages.

We have the following on offer:

EASTER PACKAGES (11) underlining deleted, uc, bold

Return flights to Cape Town, 7 nights' accommodation,
breakfast and dinner daily

Return flights to Durban, 5 nights' accommodation,

breakfast and beach basket

WINTER PACKAGES (11) underlining deleted, uc, bold

Drakensberg: return flights plus 3 nights' accommodation

Mpumalanga: 7 nights' accommodation, breakfast, lunch and
dinner

WE ALSO OFFER THE FOLLOWING OVERSEAS TOURS:

(12) A, uc, bold, align right 1A

(13) uc, italics

GREEK ISLAND 10 DAYS TOUR

Visit Athens, Paros and Mykonos

GLIMPSE OF EUROPE 5 DAYS TOUR (13) uc, italics

Visit Amsterdam, Rhineland, Paris and Lucerne

(15) page break

(14) transposed

EXAMINATION NUMBER

(21)

QUESTION 2B

[45] TOTAL SECTION B: 85

MD ZULU
MANAGER (20) A , uc, bold 1A

Yours faithfully

Drakensberg R2700.00
Mpumalanga R2250.00
(17) A , 3A

Winter packages (19) underlined

Cape Town R4500.00
Durban R3700.00

Easter packages (19) underlined
(16) A , uc, bold, centre 1A
(18) decimal tab stop set at 8.89/3.5"

THE FOLLOWING PRICES ARE PER PERSON:

LOWEST PRICES GUARANTEED!
(5) A , uc, bold, centre 1A

SECTION C: SPREADSHEET

QUESTION 1A

ACCURACY

MANIPULATION

(6)
(4)

MARK	ACCURACY ERRORS	
1	[QUESTION 1A] not keyed in	
1	[EXAMINATION NUMBER] not keyed in	
	All other keying errors in text	

MARK	MANIPULATION ERRORS	
1	Margins incorrect	
2	Upper/lower case incorrect	
3	Letter spaces incorrect	
4	Rows incorrect	
5	[QUESTION 1A] (left) not inserted as a footer in capital letters and	
6	[EXAMINATION NUMBER] (right) not inserted as a footer and/or incorrect	
7	Column widths incorrect	
8	Column headings incorrect	
9	Format of figures incorrect	
10	Lines inserted	
11	Font or letter size incorrect (Courier New 12, Arial 10 or Calibri 11)	
12	Not printed with row and column headings and/or incorrect	
13	Spreadsheet not on 1 page	

	A	B	C	D	E
1	KOPANONG CENTRE				
2					
3	BRANCH: SAULSVILLE		MONTH: JUNE 2013		
4					
5	MONTHLY STOCK AND CASH SUMMARY				
6					
7					
8	STOCK:	UNIT	BEGINNING	END	STOCK:
9	STOCK	PRICE	OF MONTH	SALES	OF MONTH
10	Water glasses	49.99	2508	1200	
11	Dinner set	149.99	1100	800	
12	Tea set	89.99	765	650	
13	White wine glasses	79.99	800	700	
14	Red wine glasses	99.99	1300	999	
15					
16					
17	MANIPULATION ERRORS				
18	1. Margins incorrect				
19	2. Upper/lower case incorrect				
20	3. Letter spaces incorrect				
21	4. Rows incorrect				
22	5. [QUESTION 1A] (left) not inserted as a footer in capital letters and				
23	6. [EXAMINATION NUMBER] (right) not inserted as a footer and/or incorrect				
24	7. Column widths incorrect				
25	8. Column headings incorrect				
26	9. Format of figures incorrect				
27	10. Lines inserted				
28	11. Font or letter size incorrect (Courier New 12, Arial 10 or Calibri 11)				
29	12. Not printed with row and column headings and/or incorrect				
30	13. Spreadsheet not on 1 page				

QUESTION 1B

ACCURACY
MANIPULATION(4)
(19)

MARK	ACCURACY ERRORS
1	[Deliveries ... 100] not keyed in
1	[Breakages ... 300] not keyed in
1	[Revenue] not keyed in
1	[Total] not keyed in

MARK	MANIPULATION ERRORS
1	Margins incorrect
2	Upper/lower case incorrect
3	Letter spaces incorrect
4	Column width incorrect
5	[Kopanoong Centre] not changed to bold and/or incorrect
6	[Branch: Saulsville], [Month: June 2013] and row not deleted and/or incorrect
7	[Monthly stock and cash summary] not changed to italics and/or incorrect
8	[Deliveries ... 100] not inserted in capital letters and/or incorrect
9	[Breakages ... 300] not inserted in capital letters and/or incorrect
10	[Revenue] not inserted in capital letters and/or incorrect
11	[Total] not inserted in capital letters and/or incorrect
12	Horizontal lines not inserted and/or incorrect
13	Vertical lines not inserted and/or incorrect
	Formulae:
14	A
15	B
16	C
17	Formulae not copied to other cells and/or incorrect
18	[Stock: Beginning of month], [Deliveries], [Breakages], [Sales], [Stock: End of month] and [Total] not displayed as integers and/or incorrect
19	[Unit price] and [Revenue] not displayed as currency with two decimals and/or incorrect
20	If printed with row and column headings and/or incorrect

22	Spreadsheet not on 1 page (landscape) and/or incorrect
21	[QUESTION 1A] not changed to [QUESTION 1B] in the footer and/or incorrect

MARKING GUIDELINE

- 22 -

COMPUTER PRACTICE N4

N210(E)(M27)H

KOPANONG CENTRE

5) bold

6) row incorrectly deleted

MONTHLY STOCK AND CASH SUMMARY

7) italics

8) *h, uc lA*9) *h, uc lA*1) Margins incorrect
2) uc/lc
3) l/s
4) Column width incorrect10) *h, uc lA*

STOCK	UNIT PRICE	STOCK: BEGINNING OF MONTH	DELIVERIES	BREAKAGES	SALES	STOCK: END OF MONTH	REVENUE
Water glasses	R 49.99	2508	500	600	1200	1208 ¹⁴⁾	R 59 988.00 ¹⁵⁾
Dinner set	R 149.99	1100			800	300	R 119 992.00
Tea set	R 89.99	765	120		650	235	R 58 493.50
White wine glasses	R 79.99	800	500	120	700	480	R 55 993.00
Red wine glasses	R 99.99	1300	100	300	999	101	R 99 890.01
TOTAL	470	6 473	1 220	1 020	4 349	2 324	394 357

16) ¹⁷⁾ copy11) *h, uc lA*12) *h/l/line*13) *v/line*18) no decimals
19) R0.00

20) no row and column headings

22) 1 page (landscape)

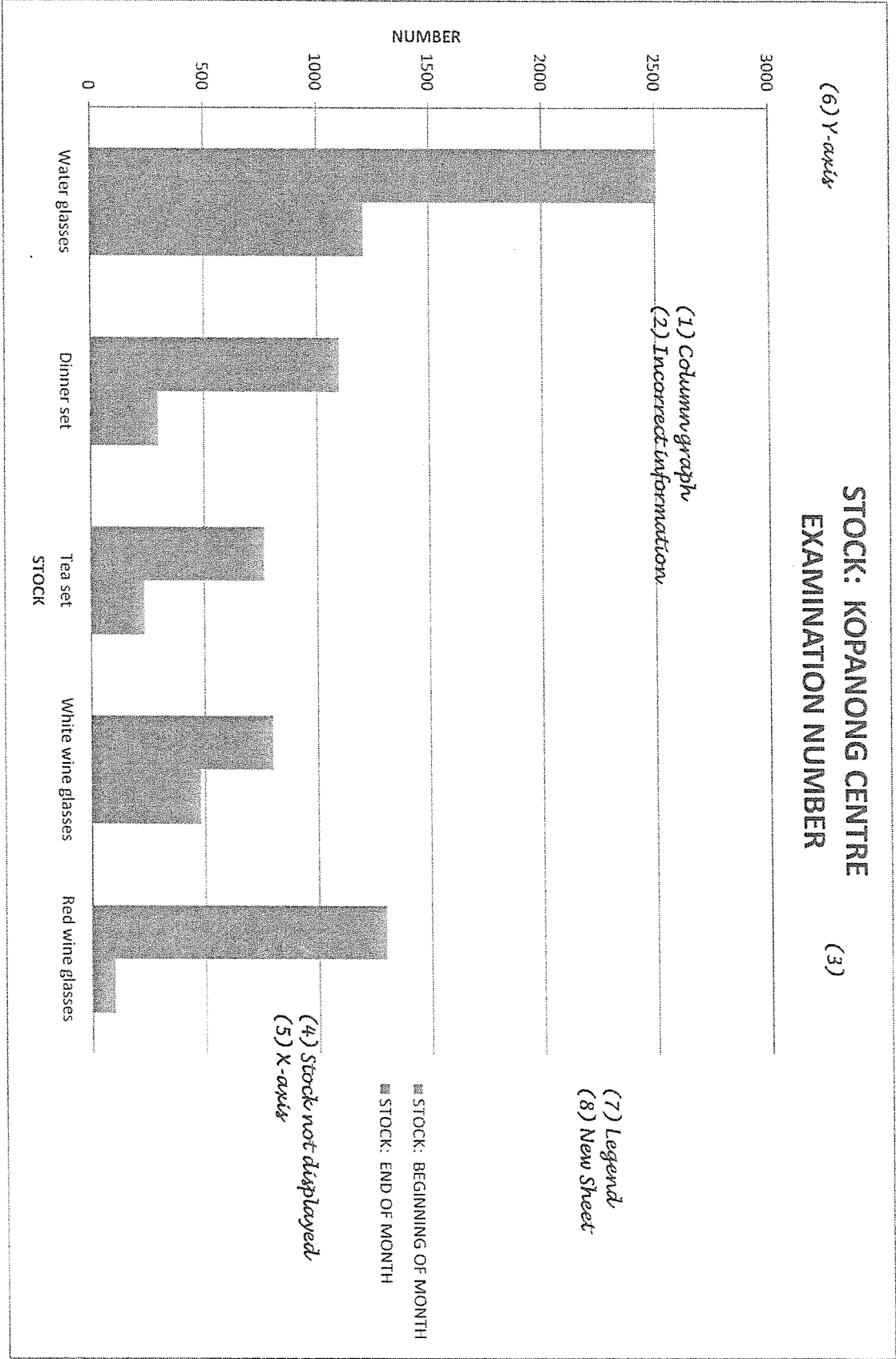
QUESTION 1C

ACCURACY
MANIPULATION

(1)
(6)

MARK	ACCURACY ERRORS
1	[STOCK: KOPANONG CENTRE], [EXAMINATION NUMBER] and X- and Y-axis not keyed in and/or typing errors

MARK	MANIPULATION ERRORS
1	Column graph not created and/or incorrect
2	Incorrect information used
3	[STOCK: KOPANONG CENTRE] and [EXAMINATION NUMBER] not inserted as chart titles and/or not in 2 nd line and/or incorrect
4	[Stock] not displayed on X-axis and/or incorrect
5	X-axis title incorrect or omitted
6	Y-axis title incorrect or omitted
7	Legend not displayed and/or incorrect
8	Graph not printed as a new sheet and/or incorrect



[40]

QUESTION 2A

**ACCURACY
MANIPULATION**

(4)
(3)

MARK	ACCURACY ERRORS
1	[QUESTION 2A] not keyed in
1	[EXAMINATION NUMBER] not keyed in
	All other keying errors in text

MARK	MANIPULATION ERRORS
1	Margins incorrect
2	Upper/lower case incorrect
3	Letter spaces incorrect
4	Rows incorrect
5	[EXAMINATION NUMBER] (left) not inserted as a header and
6	[QUESTION 2A] (right) not inserted as a header in capital letters and/or incorrect
7	Column widths incorrect
8	Column headings incorrect
9	Format of figures incorrect
10	Lines inserted
11	Font or letter size incorrect (Courier New 12, Arial 10 or Calibri 11)
12	Spreadsheet not on 1 page

EXAMINATION NUMBER

QUESTION 2A

KOPANONG CENTRE			
COMPANY			
NUMBER	COST	TOTAL % PER	
OF	PER	COST	SHARE
SHARES	SHARE		

East Bank	2500	19.99
North Bank	3000	20.99
West Bank	4000	21.99
South Bank	3500	23.99
Mzantsi Bank	4500	22.99

MANIPULATION ERRORS

1. Margins incorrect
2. Upper/lower case incorrect
3. Letter spaces incorrect
4. Rows incorrect
5. [EXAMINATION NUMBER] (Left) not inserted as a header and
6. [QUESTION 2A] (right) not inserted as a header in capital letters and/or incorrect
7. Column widths incorrect
8. Column headings incorrect
9. Format of figures incorrect
10. Lines inserted
11. Font or letter size incorrect (Courier New 12, Arial 10 or Calibri 11)
12. Spreadsheet not on 1 page

QUESTION 2B

ACCURACY
MANIPULATION(6)
(25)

MARK	ACCURACY ERRORS
1	[Shares bought] not keyed in
1	[Current price per share] not keyed in
1	[Total] not keyed in
1	[Lowest] not keyed in
1	[Average] not keyed in
1	[Shares bought] not keyed in

MARK	MANIPULATION ERRORS
1	Margins incorrect
2	Upper/lower case incorrect
3	Letter spaces incorrect
4	Open rows not inserted and/or incorrect
5	[QUESTION 2A] not changed to [QUESTION 2B] in the header and/or incorrect
6	[Kopamong Centre] not underlined and italics and/or incorrect
7	[Shares bought] not inserted in capital letters and bold and/or incorrect
8	[Current price per share] not inserted in capital letters and/or incorrect
9	Column headings not centred and/or incorrect
10	[Company names] with corresponding figures not sorted in descending order and/or incorrect
11	If only [Company names] are sorted. If not sorted, loose 10 and 11
12	[Total], [Lowest] and [Average] not inserted in capital letters and/or incorrect
13	Contents of Column A not right aligned and/or incorrect
14	Horizontal lines not inserted and/or incorrect
15	Vertical lines not inserted and/or incorrect
16	Formulae:
17	A
18	B
19	C
20	D
21	E
22	F
22	Formulae not copied to other cells and/or incorrect

23	[Cost per share], [Total cost], [Current price per share], [Lowest] and [Average] not displayed as currency with two decimals and/or incorrect
24	[Total] not displayed as integer and/or incorrect
25	[% Per share] not displayed as % with two decimals and/or incorrect
26	[Shares bought] not inserted as a footer in capital letters, bold and centred and/or incorrect
27	Spreadsheet not on 1 page and/or column widths incorrect

EXAMINATION NUMBER

QUESTION 2B

KOPANONG CENTRE

6) underline, italicise

SHARES BOUGHT

7) < uc, bold >

8) < uc >

COMPANY	NUMBER OF SHARES	COST PER SHARE	TOTAL COST	CURRENT PRICE PER SHARE	% PER SHARE
10), 11) sort			16)	17)	18)
13) v/a West Bank	4000	R 21.99	R 87 960.00	R 24.19	20.00%
South Bank	3500	R 23.99	R 83 965.00	R 26.39	21.82%
North Bank	3000	R 20.99	R 62 970.00	R 23.09	19.09%
Mzantsi Bank	4500	R 22.99	R 103 455.00	R 25.29	20.91%
East Bank	2500	R 19.99	R 49 975.00	R 21.99	18.18%
TOTAL < 12) 14	17500	110	388325	121	1
LOWEST < 12) 14			R 77 665.00	R 21.99	19)
AVERAGE < 12) 14				20)	22) copy

14) f/tline
15) v/tline

23) 96.00
24) integers
25) 96.00
27) 1 page
1) Margins incorrect
2) uc/lc
3) l/s
4) open rows not inserted

SHARES BOUGHT 26) uc, bold, centre

QUESTION 2C

ACCURACY
MANIPULATION

(0)
(7)

MARK	MANIPULATION ERRORS
1	[QUESTION 2B] in the header not changed to [QUESTION 2C]
	Formulae not displayed:
2	A = [Total cost]
3	B = [Current price per share]
4	C = [% Per share]
5	D = [Total]
6	E = [Lowest]
7	F = [Average]
8	Column width not adjusted to display the whole formulae
9	Formulae not on 1 page

EXAMINATION NUMBER

QUESTION

KOPANONG CENTRE

SHARES BOUGHT

COMPANY	NUMBER OF SHARES	COST PER SHARE	TOTAL COST	CURRENT PRICE PER SHARE	% PER SHARE
West Bank 4000	21.99	=B9*C9	=C9*10%)+C9	=E9/\$E\$14	
South Bank 3500	23.99	=B10*C10	=(C10*10%)+C10	=E10/\$E\$14	
North Bank 3000	20.99	=B11*C11	=(C11*10%)+C11	=E11/\$E\$14	
Mzantsi Bank 4500	22.99	=B12*C12	=(C12*10%)+C12	=E12/\$E\$14	
East Bank 2500	19.99	=B13*C13	=(C13*10%)+C13	=E13/\$E\$14	
TOTAL	=SUM(B9:B13)	=SUM(C9:C13)	=SUM(D9:D13)	=SUM(E9:E13)	=SUM(F9:F13)
LOWEST AVERAGE			=AVERAGE(D9:D13)	=MIN(E9:E13)	

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TOTAL SECTION C: 85
GRAND TOTAL: 200