

201306H113



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N620(E)(J4)H
JUNE EXAMINATION
NATIONAL CERTIFICATE
INFORMATION PROCESSING N4
(6020254)

4 June 2013 (X-Paper)
09:00–12:00

INSTRUCTIONS TO CANDIDATES, INVIGILATORS AND THE QUESTION
PAPER

HAND TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT
OF THE EXAMINATION.

This question paper consists of 21 pages.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
INFORMATION PROCESSING N4
TIME: 3 HOURS
MARKS: 300**

**30 MINUTES ARE ALLOWED TO READ
THE INSTRUCTIONS**

INSTRUCTIONS TO CANDIDATES

QUESTION PAPER	TIME	MARKS
TYPING TECHNIQUE – SECTION A	2 hours	200
WORD PROCESSING – SECTION B	1 hour	100
TOTAL:	3 hours	300

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE
ATTEMPTING THE PAPER – INVIGILATORS WILL EXPLAIN IF
NECESSARY!**

TYPING TECHNIQUE – SECTION A

1. Candidates that are not READY and ON TIME for the TIMED ACCURACY TEST will only be allowed to enter the examination venue AFTER the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1).
2. CANDIDATES are allowed to read through QUESTION 1, the TIMED ACCURACY TEST, 3 MINUTES before the commencement of the examination.
3. The TIMED ACCURACY TEST (QUESTION 1) must be keyed in at the BEGINNING of the examination.
4. After the expiration of the TEN MINUTES allowed for the TIMED ACCURACY TEST (QUESTION 1) your test will be COLLECTED and be signed by the invigilators directly after the last typed word. **If the timed accuracy test goes over to a second page, BOTH PAGES should be signed by the invigilator after the last typed word. Timed Accuracy Tests (Question 1) that are not signed by the invigilator will NOT be marked.** Speed tests will be RETAINED until the completion of the examination whereafter, in your PRESENCE, it will be put into your EXAMINATION COVER.

WORD PROCESSING – SECTION B

1. ANSWER ALL THE QUESTIONS. PROCEDURE FOR QUESTIONS 2A AND 3A: KEY IN, SAVE AND PRINT.
2. PROCEDURE FOR QUESTIONS 1B, 2B and 3B: RETRIEVE, COPY AND PROCESS ACCORDING TO THE INSTRUCTIONS IN THE B PART OF EACH QUESTION. SAVE AND PRINT.
3. PLACE THE A PART AS WELL AS THE B PART IN YOUR EXAMINATION COVER.

PRINTING: QUESTION PAPER – SECTION A AND SECTION B

1. You have to print your answers during the three hours allowed for keying in and processing, **no extra time is allowed after the 3 hours of the question paper duration has expired.**
2. Each answer must be printed on a SEPARATE A4 PAPER. Use ONLY ONE SIDE of the paper.

GENERAL: QUESTION PAPER SECTION A AND SECTION B

1. You may use a POCKET CALCULATOR, COMPUTER RULER and a DICTIONARY. You may also use the ASCII-CODES as well as the TEMPLATE.

NO NOTES OR ANY NON-PERMISSIBLE MATERIALS MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.

2. Use **only COURIER NEW 12** except if **otherwise indicated** in the question paper.
3. **SAVE YOUR WORK AT REGULAR INTERVALS** to prevent loss of keyed- in data during a POWER FAILURE. **Only the DURATION of the POWER FAILURE will be allowed additionally – NO EXTRA TIME WILL BE ALLOWED FOR LOSS OF WORK.**
4. In the event of a **COMPUTER or PRINTER DEFECT**, the invigilator will **make the necessary arrangements** for you to continue with the examination and the ACTUAL TIME LOST will be allowed additionally.
5. **Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question.**

NO QUESTIONS WITHOUT PRINTED EXAMINATION NUMBERS WILL BE MARKED.

If, however, after the expiration of the examination, you find a QUESTION(S) WITHOUT AN EXAMINATION NUMBER, proceed as follows:

- 5.1 RETRIEVE the document in the PRESENCE of the INVIGILATOR who will ascertain that the document is your OWN WORK.
- 5.2 Insert your EXAMINATION NUMBER on the PRINTOUT in the PRESENCE of the INVIGILATOR. The INVIGILATOR will SIGN to verify that the document is your OWN WORK.
6. **AT THE END OF THE EXAMINATION SESSION, HAND IN:**
 - 6.1 EXAMINATION COVER with PRINTOUTS to be marked, IN THE SAME ORDER AS THE QUESTIONS IN THE EXAMINATION PAPER.
 - 6.2 DISK (FLOPPY/STIFFY) – properly marked with your EXAMINATION NUMBER.
 - 6.3 All other printouts. **NO PRINTOUTS MAY BE TAKEN OUT OF THE EXAMINATION ROOM or PUT INTO BINS.**

7. ANY ATTEMPT TO OBTAIN INFORMATION OR TO GIVE INFORMATION TO ANOTHER CANDIDATE IS A VIOLATION OF THE EXAMINATION RULES AND WILL BE TREATED IN A VERY SERIOUS LIGHT. IF YOU ARE FOUND GUILTY OF SUCH A VIOLATION, SERIOUS STEPS WILL BE TAKEN AGAINST YOU.

**WAIT FOR THE INSTRUCTION FROM
THE INVIGILATOR BEFORE YOU
TURN THE PAGE**

TYPING TECHNIQUE

(SECTION A)

	TIME	MARKS
QUESTION 1: TIMED ACCURACY TEST	10 MINUTES	20
QUESTION 2: TABLE	30 MINUTES	54
QUESTION 3: LETTER	34 MINUTES	50
QUESTION 4: FORM	33 MINUTES	56
QUESTION 5: AFRICAN LANGUAGE	13 MINUTES	20
TOTAL	120 MINUTES	200

Timed Accuracy Tests (Question 1) that are not signed on all the printouts by the invigilator, will NOT be marked.

**NO QUESTIONS WITHOUT PRINTED EXAMINATION
NUMBERS WILL BE MARKED**

**WORK FAST AND ACCURATELY IN ORDER TO
COMPLETE THE QUESTION PAPER**

QUESTION 1: TIMED ACCURACY TEST		
TIME: 10 MINUTES		MARKS: 20
MARGINS:	PAPER:	A4 Portrait
Left: 2.5 cm (1", 10 ⁰)	HYPHENATION:	No/Off
Right: 2.5 cm (1", 10 ⁰)	JUSTIFICATION:	Left/Off/No
SPEED: 35 wpm (minimum requirement)	LINE SPACING:	1,5 (1 ½) or
FONT: Courier New 12		Double (2)
1. The following timed accuracy test must be keyed in once only. 2. The passage allows for speeds of 35 and 40 words per minute. 3. Key in your EXAMINATION NUMBER, the question number and your station/computer number. 4. Save and print the document as Q1. 5. The timed accuracy test will be collected and signed by the invigilators and handed out at the end of the examination session, you should then place the printouts in your cover.		

In my search for the best description of Google Earth I read the following on the internet: Google Earth is a world map on steroids.

This free technology consists of several layers of information with diverse functions of ordinary aerial photos of anywhere on the globe and street-level images of cities and three dimensional models of mountains and buildings.

Nowadays there are even pictures of the stars and the ocean floor on Google Earth.

Besides the fact that it is a pleasant and educational toy for amateur explorers and travellers, this program is also a useful source of information used daily by millions of people.

So who uses it and why?

The writer Deon Meyer uses technology like Google Earth in order to ensure that his thrillers are realistic. In writing his latest book he regularly measured the distances with Google Earth to see if the assassination can work.

QUESTION 1 (Continued)

Google Earth can save a lot of time, data or the general impression of a city, town or street intersections can be examine quickly and easily. One must remember that the data is outdated, satellite images are often a year or two old.

Andre Putter, private detective of Pretoria, associated with the South African Police, confessed by using Google Earth for the past five years, especially for planning purposes, in order to know in advance what a terrain seems to be like before he goes for an investigation as well as to test alibis.

A person could claim that he has walked a certain route, and then I see on Google Earth that a wall makes it impossible for him to have walked that route or he mentions a pool that does not exist.

For some people, even if it is only virtual, Google Earth is an affordable way to travel.

35 wpm

Google Earth maps the earth by the superimposition of images obtained from satellite imagery and aerial photography. Specifically adjusted cars each equipped with nine cameras are used to capture images for the Street View option. The

40 wpm

QUESTION 2: TABULAR STATEMENT		MARKS: 54
MARGINS: Left: 2.5 cm (1", 10 ⁰) Right: 2.5 cm (1", 10 ⁰)	PAPER: A4 LINE SPACING: As indicated FONT: Arial 12 and as indicated	
1. Key in your EXAMINATION NUMBER, question number and your station/computer number. 2. Take ALL proofreaders' signs into consideration. 3. Proofread, save and print the document as Q2. Put the printout in your cover.		

*

/

‡

Google Earth is used by millions of people all over the

Ital/Centre

stet

Centre Vert in rows

1.5 L/s

‡

Ins ³ in super script

Users of Google Earth				Del/merge/centre	
Hobbyists		Educators		Professionals	Bold
Bikers and hikers	Using GPS device ¹	Geographers	Classroom resources ²	Writers	Explore Cities
Paragliders	Del/merge	Biologists		Environmentalists	
Photographers	Showcase photos	Historians	Talk Teacher to Teacher	Real Estate Developers	Site plans
Travellers	Share journey with a friend	Mathematicians	Tutorials and Tips	Urban Planners	Information on location

In full

‡

1 ++ Keep track of your tracks with a GPS device ‡

[3 ++ Knowledge &

resources needed to visualize cities

[2 ++ Bring a little of the real world into

Column size: longest word fit in column

Display footnote correctly

*

Users of Google Earth

UC/Bold/Centre/Arial Black

QUESTION 3: CIRCULAR LETTER		MARKS: 50
TIME: 34 MINUTES		
MARGINS:	PAPER:	A4 Portrait
Left: Use Letterhead	HYPHENATION:	Yes
Right: 2.5 cm (1", 10 ⁰)	JUSTIFICATION:	Left/Off/No
FONT: Courier New 12	LINE SPACING:	Single, with double line spacing between paragraphs
1. Retrieve the letterhead (Q3) on your network/hard disk/disk/stify/memory stick. 2. Key in your EXAMINATION NUMBER left and your station/computer number centre, as a footer. 3. Take ALL proofreaders' signs into consideration. 4. Proofread; you should also use spell check when proofreading. Save and print the document as Q3. 5. Put the printout in your cover.		

Insert today's date in descending

To: All Principals Of Schools, All Geography Teachers, All History Teachers

Classroom Resources

UC/Bold

Candidate: Display correctly, omit commas

Google Earth brings a world of new information alive for your students.

As Teaching Resource

UC/Bold

NP

[1. To make map work more interesting with virtual demonstrations. [2 To

In full

support Biology, History & other lessons. [4 Virtual interaction lessons with "real-time"

data. [3 To stimulate students to be pro-actively involved in a wide-range

of Google Outreach projects.

[Google Earth can be used by students for

UC/Bold

NP

[1 / Exploration of / animal kingdom & endangered species. [2 / study of climate change & the effects of global warming.

In full

Start using Google Earth in your classroom without delay – it is *free!*

Ital

UC/Ital

Google Education Team

Candidate: Display correctly

Insert in existing footer, change the font to Arial 8 and align right

GET US AT:

www.google.com/earth/index/html

QUESTION 4: FORM		MARKS: 56
TIME: 33 MINUTES		
MARGINS: Left: 2.5 cm (1", 10 ⁰) Right: 2.5 cm (1", 10 ⁰)	PAPER: A4 LINE SPACING: As indicated FONT: Arial 12 and as indicated	
1. Key in your EXAMINATION NUMBER, question number and your station/computer number. 2. Take ALL proofreaders' signs into consideration. 3. Proofread; use spell check when you proofread. Save and print the document as Q4. 4. Put the printout in your cover.		

Google Earth For Educators

UC/bold

This site is brought to you by Google and made especially for Google Earth educators and students. Come join and help us build it!

‡

Welcome to the Google Earth for Educators Community, a site to share, connect and learn.

Merge

‡

Right align (tick.....)

I am interested in: ☐ Ital/Bold (tick ✓ the appropriate block)

Del

Classroom Resources:

Bold

Get lesson plans and ideas.

Tutorials & Tips:

Bold

View videos, tutorials and an interactive game.

Talk Teacher-to-Teacher: [Connect with other educators through our forum and mailing.

Student Work Showcase: [See some great examples of student work.

What Educators are Saying: [Share how you use Google Earth at your school.

Google Earth Pro Grants: [See if you qualify for a Google Earth Pro Grant.

Right tab stop on 16cm/6.2"/72° and use tab function for leader dots

Name and Surname:

Address:

School:

E-mail:

d/s

QUESTION 5: AFRICAN LANGUAGE		MARKS: 20
TIME: 13 MINUTES		
MARGINS:	PAPER:	A4 Portrait
Left: 2.5 cm (1", 10 ⁰)	HYPHENATION:	No/Off
Right: 2.5 cm (1", 10 ⁰)	JUSTIFICATION:	Left/Off/No
FONT: Courier New 12	LINE SPACING:	2
1. Key in your EXAMINATION NUMBER, the question number and your station/computer number. 2. Proofread, save and print the document as Q5. 3. Put the printout in your cover.		

Tunaamini kuwa nyuma ya kila mwanafunzi mafanikio ni elimu ya kipekee, na kwamba waelimishaji wa kipekee kutoka jamii ubunifu na uwezo. Kwa sababu hiyo, Google hufanya kuwekeza katika mashirika ya elimu kipaumbele cha juu.

Sisi kazi na mashirika ya kutoa mafunzo na fedha. Sehemu hii inaeleza zana inapatikan

TOTAL SECTION A: 200

WORD PROCESSING

(SECTION B)

WORK FAST AND ACCURATELY

			TIME	MARKS
QUESTION 1:	PARAGRAPHS	A	00 MINUTES	00
		B	13 MINUTES	21
QUESTION 2:	COLUMNS	A	13 MINUTES	19
		B	13 MINUTES	20
QUESTION 3:	MEMORANDUM	A	11 MINUTES	19
		B	10 MINUTES	21
TOTAL			60 MINUTES	100

QUESTION 1A: PARAGRAPHS		WORD PROCESSING N4	
TIME: Already keyed in		MARKS: 0	
MARGINS:	PAPER:	A4 Portrait	
Left: 2.5 cm (1", 10 ⁰)	HYPHENATION:	No/off	
Right: 2.5 cm (1", 10 ⁰)	JUSTIFICATION:	Left	
FONT: Courier New 12	LINE SPACING:	As indicated	
1. Retrieve the document that has already been keyed in and saved on your network, hard disk, disk or memory stick as Q1A. 2. Proofread it carefully using the example below and correct errors if necessary. 3. Process according to instructions in QUESTION 1B.			
OR			
If the document has not been keyed in, you must key it in according to the example below. Proofread and save it as Q1A. Process according to instructions in QUESTION 1B.			
DO NOT PRINT QUESTION 1A			

Google earth

Google Earth can be used to view areas subjected to widespread disasters if Google supplies up-to-date images.

With Google's push for / inclusion of Google Earth

in / Classroom, teachers are adopting Google Earth

in / classroom for:

lesson planning: Share how you use Google Earth at your school.

human interaction, & movement

Google Earth is useful for many day-to-day & other purposes

Explore & place location bookmarks on the Moon, and Mars.

Get directions, using variables such as

street names, cities, and establishments. / location of
gas stations, restaurants, museums, and other public
establishments in the area.

Google Earth can also dot the map with links to images, YouTube videos, and Wikipedia articles relevant to the area being viewed.

For and annual subscription fee, Google Earth Pro is a business-oriented upgrade to Google Earth that has more features than the Plus version.

Google Sky is a feature that was introduced in Google Earth on 22 August 2007, and allows users to view stars and other celestial bodies.

QUESTION 1B: PARAGRAPHS		WORD PROCESSING	
TIME: 14 MINUTES		MARKS: 22	
MARGINS:		PAPER:	A4 Portrait
Left:	3.75 cm (1.5", 15 ⁰)	HYPHENATION:	Yes
Right:	2.5 cm (1", 10 ⁰)	JUSTIFICATION:	Left
FONT:	Courier New 12 and as indicated	LINE SPACING:	Single and as indicated
1. Retrieve the document that was keyed in and saved on your network/hard disk or memory stick as Q1A. 2. Change the question number to 1B. 3. Process according to the instructions in QUESTION 1B. 4. Proofread, save and print the document as Q1B. You may use Spell Check when proofreading. 5. Put the printout in your cover.			

Google earth

*

1. Google Earth can be used to view areas subjected to Ital spread disasters if Google supplies up-to-date images. Spel

2. With Google's push for / inclusion of Google Earth Ital in / Classroom, teachers are adopting Google Earth in / Ital ssroom for del

2.1 # lesson planning : Share how you use Google Earth , such at your school. #

[2.1.2 # human interaction, & # [2.1.3 # movement Google Earth is useful for many day-to-day & other purposes Centre, Bold, UC Move to *

3. # | Explore & place location bookmarks on the Moon, and Mars. #

4. # | Get directions, using variables such as #

[4.1 # street names, [4.2 # cities, and [4.3 # establishments. S/S

5. / location of # [5.1 gas stations, [5.2 restaurants, } S/S
[5.3 museums, and [5.4 other public establishments in the area. #

6. Google Earth can also dot the map with links to ‡

[6.1 images, [6.2 YouTube videos, and [6.3
Wikipedia articles relevant to the area being viewed. }

U/line

S/S

Insert pg/br

8. For an annual subscription fee, Google Earth Pro is
 a business-oriented upgrade to Google Earth that has
 more features than the Plus version. ‡

7. Google Sky is a feature that was introduced in
Google Earth on 22 August 2007, and allows users to
 view stars and other celestial bodies. ‡

U/line

U/line

Insert at correct position

8.1 / Pro version includes add-on software such as: ‡ [8.1.1
 Movie making. [8.1.2 GIS data importer. [8.1.3 Advanced
 printing modules. [8.1.4 Radius and area measurements. }

S/S

Insert at the correct position:

2.1.1 teaching students geographical themes such as location,

Insert as footer:

1. Horizontal line from left to right margin,
2. Exam number left,
3. Page number right and
4. Centre: "Google earth for teaching and learning"
 (use Calibri 10pi)

1. Search / and replace with the
2. Search & and replace with and

QUESTION 2A: COLUMNS		WORD PROCESSING	
TIME: 13 MINUTES		MARKS: 19	
MARGINS:		PAPER:	One sheet of A4 Portrait
Left:	2.5 cm (1", 10°)	LINE SPACING:	As indicated
Right:	2.5 cm (1", 10°)	FONT:	Courier New 12
1. Key in your EXAMINATION NUMBER, the question number and your station/computer number. 2. Take ALL proofreaders' signs in consideration. 3. Proofread, save and print the document as Q2A. 4. Key in as given. 5. Put the printout in your cover.			

SS

If you are using Google Earth for professional purposes rather than for personal use, Google Earth Pro is the right choice. While the imagery is the same across all of our products.

Performance

Prent images

Import GIS data

Import GIS images

Import large image files

Access demographic data layers

Create premium movies

Measure polygon or circle

Map multiple points at once

Email support

Slow

1000 pixels

Manually Geo-locate

Manually

Up to max image size

Fastest

4800 pixels

Automatically Geo-located

Super Image size

Automatically

‡

QUESTION 2B: COLUMNS**WORD PROCESSING****TIME: 13 MINUTES****MARKS: 20****MARGINS:****Left:** 3.0 cm (1.2", 12⁰)**Right:** 3.0 cm (1.2", 12⁰)**FONT:** Courier New 12 and as indicated**PAPER:**

A4 Landscape

JUSTIFICATION: Left**LINE SPACING:** Single and as indicated

1. Retrieve the document that was keyed in and saved on your network/hard disk/stiffy or memory stick as **Q2A**.
2. Change the question number to **2B**.
3. Process according to the instructions in Question **2B**.
4. Proofread, save and print the document as **Q2B**. You may use Spell Check when proofreading.
5. Put the printout in your cover.

Here Is What Is Different About Google Earth Pro

Centre, Bold, UC, 18pt

If you're using Google Earth for professional purposes rather than for personal use, Google Earth Pro is the right choice. While the imagery is the same across all of our products.

s/s

Performance routine

Stet

Insert in Uc/Bold:

Create 3
columns from
this point

Prent images

Spel

Import GIS data

Import GIS images

Insert as a footer use font Calibri 8: Exam number - left

Google Earth for teaching and learning -

Centre:

Get started with Google Earth Pro

Import large image files

Access demographic data layers

Create premium movies

Measure polygon or circle

Map multiple points at once

Email support ‡

1.5 L/s

Slow

Insert in Uc/Bold: Google Earth (Free)

1000 pixels

Manually Geo-locate

Manually

Up to max image size

Del/uc M

Insert: [No [No [No [No

Fastest

4800 pixels

Insert in Uc/Bold: Google Earth

Automatically Geo-located

Super Image size

trs

Insert: [Yes [Yes [Yes [Yes

Automatically

QUESTION 3A: MEMORANDUM		WORD PROCESSING	
TIME: 11 MINUTES		MARKS: 19	
MARGINS:		PAPER:	A4 Portrait
Left:	3.75 cm (1.5", 15 ⁰)	LINE SPACING:	Double (2)
Right:	3.75 cm (1.5", 15 ⁰)	FONT:	Arial 12
1. Key in your EXAMINATION NUMBER, the question number and your station/computer number. 2. Take ALL proofreaders' signs in consideration. 3. Proofread, save and print the document as Q3A. 4. Key in as given. 5. Put the printout in your cover.			

We would hereby like to apply for the Google Earth EDU grant

We are an academic institution for higher education, with computer labs, has use for the professional version of Google Earth specifically for the following features:

Premium Movie Making High-resolution printing capability

We have worked through your G E Pro Grant Wizard and meet the following conditions:

Public educational institutions

Applicant is a lecturer

An .edu e-mail address

We are looking forward to hearing from you soon.

QUESTION 3B: MEMORANDUM**MARKS: 21****TIME: 10 MINUTES****MARGINS:****Left:** 2.5 cm (1", 10⁰)**Right:** 2.5 cm (1", 10⁰)**PAPER:** A4 Portrait**JUSTIFICATION:** Full**LINE SPACING:** Single and as indicated**FONT:** Courier New 12**HYPHENATION:** On

1. Retrieve the document saved as **Q3A**.
2. Change the question number to **Q3B**.
3. Process according to the instructions.
4. Proofread, save and print the document as **Q3B**. You may use SPELL CHECK when proofreading.
5. Put the printout in your cover.

{ To: Google Earth Pro
 Subject: Grants For Educators Google Earth Pro
 Date: Today's date } ‡ {uc} {Bold} {Insert line}

We would hereby like to ^{pertain} ~~apply~~ for the Google Earth EDU grant {stet} ^λ
 We are an academic institution for higher education, with computer {spe} labs, has use for the professional version of Google Earth specifically for the following features:

‡ Premium Movie Making [High-resolution printing capability] {NP/ss}

‡ We have worked through your G E Pro Grant Wizard and meet the following conditions: {bold}

{In full
Google Earth}

{Move} {Public educational institutions
 Applicant is a lecturer
 An .edu e-mail address} {ss} {Insert appropriate bullets. Make use of the symbol function Webdings e.g. ☉}

We are looking forward to hearing from you soon.

λ Yours sincerely JR Williams (ms) Multimedia Lecturer
 Antico College

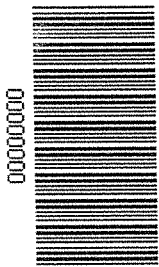
{Insert conclusion correctly}

{Insert as header: Question 3B – left and Examination number - right}

Page footer – insert in, S/S, centre and Arial Black 8:

ANTICO COLLEGE [PO Box 123] [ANTICO BAY]

TOTAL SECTION B: 100
GRAND TOTAL: 300



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
JUNE EXAMINATION
INFORMATION PROCESSING N4
4 JUNE 2013**

This marking guideline consists of 25 pages.

TYPING TECHNIQUE

(SECTION A)

	TIME	MARKS
QUESTION 1: TIMED ACCURACY TEST	10 MINUTES	20
QUESTION 2: TABLE	30 MINUTES	54
QUESTION 3: BRIEF	34 MINUTES	50
QUESTION 4: FORM	33 MINUTES	56
QUESTION 5: AFRICAN LANGUAGE	13 MINUTES	20
TOTAL	120 MINUTES	200

TYPING TECHNIQUE - SECTION A

THIS QUESTION PAPER IS OUT OF 200.

GENERAL REMARKS:

REMEMBER: THE CANDIDATE CANNOT FAIL SIMPLY BECAUSE HE/SHE COULD NOT COMPLETE OR PASS THE TIMED ACCURACY TEST.

1. Mark the timed accuracy test up to the maximum of 28 errors (35 w.p.m.) and 32 errors (40 w.p.m.).
2. Any amount of errors from 0-18 will result in a 35 w.p.m. pass for candidates.
Any amount of errors from 0-20 will result in a 40 w.p.m. pass for candidates.
3. On the **FRONT/BACK PAGE OF THE FOLDER**, next to **QUESTION 1** indicate the speed passed. In the event of the candidate not passing the timed accuracy test, write '**FAIL SPEED**'.
4. On the **COVER OF THE FOLDER**, just below the circle where the final mark obtained will be indicated, write the '**SPEED PASSED**'. In the event of a candidate not passing the minimum speed, write '**FAIL SPEED**'.
5. **THIS MARK FOR TYPING TECHNIQUE (200) TOGETHER WITH THE WORD PROCESSING MARK (100) IS ADDED TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE CD: NATIONAL EXAMINATIONS AND ADMINISTRATION.**
6. **ACCURACY ERRORS** must be indicated with a **RED /**. **REPETITIVE** accuracy errors must be indicated with a **RED CIRCLE**.
7. **DISPLAY ERRORS** must be indicated with a **BLUE X**. **REPETITIVE** display errors must be indicated with a **BLUE CIRCLE**.

QUESTION 1: TIMED ACCURACY TEST MARKS: 20

NOTE: / = RED ERRORS = ACCURACY

BE SURE TO MARK THE SPEED WITH CARE, AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED.

MARK ACCORDING TO THE ENCLOSED DEPARTMENTAL SCHEDULE.

MARK ACCURACY ERRORS ONLY.

Indicate accuracy errors with a red slash (/).

One or more incorrect characters in a word – 1 error.

Do NOT penalise incorrect margins.

Do NOT penalise incorrect line spacing.

Do NOT penalise incorrect hyphenation.

Do NOT penalise incorrect upper case/lower case.

Do NOT penalise incorrect letter spaces.

Do NOT penalise incorrect justification.

Do NOT penalise any incorrect display errors.

Do NOT penalise if a whole line or paragraph is left out and keyed in at another position.

When the same word is repeatedly keyed in incorrectly (exactly the same error), it is penalised once only per question. Thereafter it is encircled as a repetitive error.

Omission of words: count the first 5 strokes and thereafter every 10 strokes as 1 error each.

QUESTION 1: TIMED ACCURACY TEST**CONTINUED**

If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

If 35 w.p.m. is not completed, count back as indicated in the memorandum.

The highest mark obtained, will be indicated.

The highest speed passed, will be indicated.

Indicate the speed obtained with Pass 35 w.p.m./Pass 40 w.p.m./Fail, where applicable, in the following way:

INDICATE AT THE END OF THE SPEED TEST:

Pass 35 w.p.m./Pass 40 w.p.m./Fail

Errors

Mark

INDICATE ON THE INSIDE BACK/OUTSIDE FRONT OF THE FOLDER COVER, DIRECTLY NEXT TO THE MARK OBTAINED FOR QUESTION 1:

Pass 35 w.p.m./Pass 40 w.p.m./Fail

(If the candidate did not hand in Question 1, indicate by drawing a line through the block for the mark, next to Question 1, on the inside back/outside front of the folder cover and writing 'Fail' at the appropriate positions.)

INDICATE ON THE FRONT PAGE OF THE COVER, JUST BELOW THE CIRCLE FOR THE MARKS OBTAINED:

Pass 35 w.p.m./Pass 40 w.p.m./Fail

Should a candidate fail the examination (less than 40 %) and pass the accuracy test, the word 'Fail' will replace the 'Pass 35 w.p.m./Pass 40 w.p.m.', as a candidate cannot fail the examination paper as a whole and get recognition for the w.p.m.

THIS MARK FOR TYPING TECHNIQUE (200) TOGETHER WITH THE WORD PROCESSING MARK (100) IS ADDED TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE CD: NATIONAL EXAMINATIONS AND ADMINISTRATION.

QUESTION 1
06-2013**TIMED ACCURACY TEST**
MEMORANDUM**TYPING TECHNIQUE**
MARKS: 20

In my search for the best description of Google Earth I read the following on the internet: Google Earth is a world map on steroids.

This free technology consists of several layers of information with diverse functions of ordinary aerial photos of anywhere on the globe and street-level images of cities and three dimensional models of mountains and buildings.

Nowadays there are even pictures of the stars and the ocean floor on Google Earth.

Besides the fact that it is a pleasant and educational toy for amateur explorers and travellers, this program is also a useful source of information used daily by millions of people.

So who uses it and why?

The writer Deon Meyer use technology like Google Earth in order to ensure that his thrillers are realistic. In writing his latest book he regularly measured the distances with Google Earth to see if the assassination can work.

Google Earth can save a lot of time, data or the general impression of a city, town or street intersections can be examine quickly and easily. One must remember that the data is outdated, satellite images are often a year or two old.

QUESTION 1
06-2013**TIMED ACCURACY TEST**
MEMORANDUM**TYPING TECHNIQUE**
MARKS: 20

35 WPM

Andre Putter, private detective of Pretoria, associated with the South African Police, confessed by using Google Earth for the past five years, especially for planning purposes, in order to know in advance what a terrain seems to be like

before he goes for an investigation as well as to test alibis.

A person could claim that he has walked a certain route, and then I see on Google Earth that a wall makes it impossible for him to have walked that route or he mentions a pool that does not exist.

For some people, even if it is only virtual, Google Earth is an affordable way to tr

QUESTION 1
06-2013**TIMED ACCURACY TEST**
MEMORANDUM**TYPING TECHNIQUE**
MARKS: 20

40 WPM

Andre Putter, private detective of Pretoria, associated with the South African Police, confessed by using Google Earth for the past five years, especially for planning purposes, in order to know in advance what a terrain seems to be like before he goes for an investigation as well as to test alibis.

A person could claim that he has walked a certain route, and then I see on Google Earth that a wall makes it impossible for him to have walked that route or he mentions a pool that does not exist.

For some people, even if it is only virtual, Google Earth is an affordable way to travel.

Google Earth maps the earth by the superimposition of

images obtained from satellite imagery and aerial

photography. Specifically adjusted cars each equipped

with nine cameras are used to capture images for the Street

View option. Th

QUESTION 2 06-2013	TABLE	TYPING TECHNIQUE MARKS: 54
-----------------------	-------	-------------------------------

1 Equal margins
Centre
Line spacing 1.5

2 Paper size
Table does not fit

3 CN/Arial Black12,lc/lc
Superscript
Letter spaces

4 Ins heading

USERS OF GOOGLE EARTH

5 Set

Google Earth is used by millions of people all over the world

6 Ital/Cent

8 Block left/Centre vertically/merge rows/col

7 Centre col headings: horiz/vert

Users of Google Earth				
Hobbyists		Educators		Professionals
Bikers and hikers	Using GPS device ¹	Geographers	Classroom resources ²	Writers
		Paragliders		
Photographers	Showcase photos	Historians	Talk Teacher to Teacher	Real Estate Developers
		Mathematicians		
Travellers	Share journey with a friend	Tutorials and Tips	Urban Planners	Site plans
				Explore Cities ³

3 superscript

1 Keep track of your tracks with a GPS device

2 Bring a little of the real world into the classroom

3 Knowledge and resources needed to visualize citie

13 Footnote incorrect 2 /s no full stop

14 Column size: longest word fit

11 Trs Info/Site

12 H & V lines correct

QUESTION 2
06-2013**TABLE**
MEMORANDUM**TYPING TECHNIQUE**
MARKS: 54**ACCURACY**

25 MARKS - 4 MARKS PER ERROR

UNCOMPLETED AS INDICATED

ERROR NO	DISPLAY 25 - 2 MARKS PER ERROR
1	Equal margins Centre incorrect Line spacing 1.5
2	Paper size A4 Landscape Table – fit correctly on A4 Landscape
3	Font CN12 and Arial Black Superscript ^{1, 2, 3} Uppercase/Lowercase Letter Spaces incorrect
4	Insert – Main heading _{1 2 3}
5	Stet – 'Millions of people'
6	Bold/UC/Centre - main heading Ital/centre – 2 nd heading
7	Columns headings - Centre vertical and horizontal
8	Rows – horizontally left, Centre vertically Merge – rows
9	Spell – 'Professionals'
10	In full – 'and'
11	Transpose – 'Information/Site..'
12	Vertical/Horizontal lines left out or incorrect
13	Footnote – not correct/blocked, full stop inserted, not 2 letter spaces
14	Column width – Column size: longest word fit
	Uncompleted – as indicated

QUESTION 3
06-2013**CIRCULAR LETTER**
MEMORANDUM**TYPING TECHNIQUE**
MARKS: 50

Google earth

1] Margins/Letterhead
Justification
Line spacing2] Paper size
Indent after TO:
Hyphen3] CN 12
UC/LC
Letter spaces

2012-08-12

4] Date descending

2] Indent after TO:

TO: ALL PRINCIPALS OF SCHOOLS
ALL GEOGRAPHY TEACHERS
ALL HISTORY TEACHERS

CLASSROOM RESOURCES

6] Bold

Google Earth brings a world of new information alive for your students.

AS TEACHING RESOURCE

To make map work interesting with virtual demonstrations.

Support Biology, History other lessons.

To stimulate students to be pro-actively involved in a wide-range of Google Outreach projects.

Virtual interaction lessons with 'real-time' data.

GOOGLE EARTH CAN BE USED BY STUDENTS FOR

6] Bold

The exploration of the animal kingdom and endangered species.

The study of climate change and the effects of global warming.

Start using Google Earth in your classroom without delay - it is FREE!

3] UC

6] Ital

9] Conclusion

GOOGLE EDUCATION TEAM

10] Insert right align

QUESTION 4
06-2013**FORM**
MEMORANDUM**TYPING TECHNIQUE**
MARKS: 561] 1"Margins
Line spacing

2] Paper size

3] Arial 12
UC/LC
Letter spaces**GOOGLE EARTH FOR EDUCATORS**

4] Heading Caps Bold

Welcome to the Google Earth for Educators Community, a site to share, connect and learn.

5] Trs paragraphs

3] 2 letter spaces before/after

This site is brought to you by Google and made especially for Google Earth educators and students. Come join and help us build it!

3/4

6] Bold/ital

7] Right align +Insert ✓

I am interested in: (tick ✓ the appropriate block)**Classroom Resources:**

Get lesson plans and ideas.

8] NP new line

Tutorials & Tips:

View videos, tutorials and an interactive game.

Talk Teacher-to-Teacher:

Connect with other educators through our forum and mailing.

1/4

Student Work Showcase:

See some great examples of student work.

What Educators are Saying:

Share how you use Google Earth at your school.

1/2

Google Earth Pro Grants:

See if you qualify for a Google Earth Pro Grant.

10] 2 Let/S

9] Table correct/row merged/lines correct

Name and Surname:

Address: 11] Leader dot/tabs tab stops

School:

E-mail:

QUESTION 4
06-2013

FORM
MEMORANDUM

TYPING TECHNIQUE
MARKS: 56

ACCURACY

44 MARKS – 4 MARKS PER ERROR – EVERY KEYING IN ERROR

ERROR NO	DISPLAY ERRORS 11 MARKS – 2 MARKS PER ERROR
1	Margins – 1' Line Spacing incorrect
2	Paper size incorrect
3	Font Arial 12 Upper case/Lower case incorrect Letter spaces incorrect
4	Heading – caps/bold
5	Trs – paragraphs: 'This site is...' and 'Welcome to the Google..'
6	Bold/Italics – Table heading Bold – Row headings
7	Insert - ✓ Block - sentence as indicated - right
8	NP – new line
9	Insert table – not inserted/not correct Merged – 1 st row not merged
10	2 Letter spaces - before leader dots
11	Leader dots/tab stops – tab stops not set correct – not used Leader dots incorrect/not inserted – typed in
	Incomplete letter – as per schedule

QUESTION 5
06-2013**AFRICAN LANGUAGE****TYPING TECHNIQUE**
MARKS: 20

Tunaamini kuwa nyuma ya kila mwanafunzi mafanikio ni elimu ya kipekee, na kwamba waelimishaji wa kipekee kutoka jamii ubunifu na uwezo. Kwa sababu hiyo, Google hufanya kuwekeza katika mashirika ya elimu kipaumbele cha juu.

Sisi kazi na mashirika ya kutoa mafunzo na fedha. Sehemu hii inaeleza zana inapatikan

MARK ONLY ACCURACY	
ERROR	MARK
1	16
2	12
3	8
4	4
5	0

MARK ONLY FOR ACCURACY

MARK ACCURACY IN RED
-4 PER ERROR

05 ERRORS = 0/20

DO NOT PENALISE FOR THE FOLLOWING ERRORS (ENCIRCLE ONLY)

Uppercase/lowercase.
Hyphenation not correct.
Justification not correct.

Letter spaces not correct.
Line spacing not correct.
New paragraphs not correct.

TOTAL SECTION: A 200

WOORD PROCESSING

(Section B)

		TYD	PUNTE
QUESTION 1: PARAGRAPHS	A	00 MINUTE	00
	B	13 MINUTE	21
QUESTION 2: COLUMNS	A	13 MINUTE	19
	B	13 MINUTE	20
QUESTION 3: MEMORANDUM	A	11 MINUTE	19
	B	10 MINUTE	21
TOTAAL		60 MINUTE	100

TOTAL: 100 MARKS

1. The total of the question paper is **100 MARKS**. **80 %** of the marks of the **A PART** is allocated for **ACCURACY** and **20 %** of the marks for **DISPLAY**. **80 %** of the marks of the **B PART** is allocated for **PROCESSING** and **20 %** of the marks for **ACCURACY**.
2. The **A QUESTIONS** have to be keyed in **CORRECTLY**.

QUESTION 1B
06-2013**PARAGRAPHS**
MEMORANDUM**WORD PROCESSING**
MARKS: 22

1] 15°/1.5" margins
Line spacing
Just left

2] A4

3] CN 12

Google earth

GOOGLE EARTH IS USEFUL FOR
PURPOSES

3] BK

6] bold

move and centre

2] Hyphanate

1. *Google Earth* can be used to view areas subjected to widespread disasters if Google supplies up-to-date images.

5] spell

4] Ins the

6] Ital 11 X

2. With Google's push for the inclusion of *Google Earth* in the Classroom, teachers are adopting *Google Earth* in the classroom for:

2.1 lesson planning, such as:

8] Del

9] NP

4] Insert par 2.1.1

2.1.1 teaching students geographical themes such as location, culture, characteristics,

2.1.2 human interaction, and

4] In full and

10] Correct number

2.1.3 movement

4] In full and

3. Explore and place location bookmarks on the Moon, and Mars.

11] Indent 2 ls

4. Get directions, using variables such as

4.1 street names,

4.2 cities, and

4.3 establishments.

5. The location of

5.1 gas stations,

5.2 restaurants,

5.3 museums, and

5.4 other public establishments in the area.

6. *Google Earth* can also dot the map with links to

6.1.1 images,

6.1.2 YouTube videos, and

6] U/line

6.1.4 Wikipedia articles relevant to the area being viewed.

7 8.

12] Insert pg/br

Exam number:

Google Earth for teaching and learning

QUESTION 1B
06-2013**PARAGRAPHS**
MEMORANDUM**WORD PROCESSING**
MARKS: 22

9. Google Sky is a feature that was introduced in *Google Earth* on 22 August 2007, and allows users to view stars and other celestial bodies.

13] TRS paragraphs

- 8.1 For an annual subscription fee, *Google Earth Pro* is a business-oriented upgrade to *Google Earth* that has more features than the Plus version.

The Pro version includes add-on software such as:

- 8.1.1 Movie making.
- 8.1.2 GIS data importer.
- 8.1.3 Advanced printing modules.
- 8.1.4 Radius and area measurements.

14] Ins paragraphs

15] Insert Horizontal line margin to margin

16] Insert Footer

17] Ins pg no. bottom right

Exam number:

Google Earth for teaching and learning

18

QUESTION 1B 06-2013	PARAGRAPHS MEMORANDUM	WORD PROCESSING MARKS: 22
--------------------------------------	--	--

ERROR NO	Display: 17 Accuracy: 5
1	1.5' & 1' Margins Just Left Line spacing – single with double between paragraphs, except where indicated differently
2	A4
3	Font: Courier New 12 and Calibri 10 UC/LC Letter spaces
4	Insert: Paragraph 2.1.1 Insert: 'the' In full: 'and'
5	Spelling – 'Disasters'
6	Bold – heading Underline – celestial bodies, stars, Google Sky, YouTube and Wikipedia Ital - <i>Google earth 11 X</i>
7	Transpose and centre – heading
8	Del – 'Share how you use Google Earth at your school.'
9	New lines/New Paragraphs
10	Correct number and number function – use outline numbering
11	Indent – 2 letter spaces after bullet
12	Insert page break
13	Trs - Paragraphs 7 and 8 in correct order
14	Insert - paragraphs 8.1.1 – 8.1.4
15	Horizontal line
16	Insert – footer
17	Insert page number - bottom right

QUESTION 2A: COLUMNS**WORD PROCESSING
MARK: 19**

If you're using Google Earth for professional purposes rather than for personal use, Google Earth Pro is the right choice. While the imagery is the same across all of our products.

Performance

Prent images

Import GIS data

Import GIS images

Import large image files

Access demographic data layers

Create premium movies

Measure polygon or circle

Map multiple points at once

Email support

Slow

1000 pixels

Manually Geo-locate

Manually

Up to max image size

Fastest

4800 pixels

Automatically Geo-located

Super Image size

Automatically

	DISPLAY ERRORS
1	Margins 1' Linespacing: Single and 2
2	A4 Papier Fit on one page
3	Font CN12 UC/LC
4	Letter spaces

A	D	T
15	4	19

QUESTION 2B 06-2013		COLUMNS		WORD PROCESSING MARKS: 20	
------------------------	--	---------	--	------------------------------	--

1]1.2" Margin
Line spacing

2] Fit on 1 A4 Landscape

3] CN 12 BK/OK
Letter spacing

4] Insert heading

HERE IS WHAT IS DIFFERENT ABOUT GOOGLE EARTH PRO

If you're using Google Earth for professional purposes rather than for personal use, Google Earth Pro is the right choice. While the imagery is the same across all of our products, Google Earth Pro offers additional functionality, as shown below.

8] Columns – this point forward

9] 1st paragraph not included

10] Col breaks correct position

FEATURES

Performance

Print images

Import GIS data

Import GIS images

Import large image files

Access demographic data layers

Create premium movies

Measure polygon or circle

Map multiple points at once

Email support

GOOGLE EARTH (FREE)

Slow

1000 pixels

Manually Geo-locate

Manually

Max image size

No

No

No

No

No

GOOGLE EARTH PRO

Fastest

4800 pixels

Automatically Geo-locate

Automatically

Super Image size

Yes

Yes

Yes

Yes

Yes

6] Bold

14] Transpose

13] Insert text 3rd col "Yes..."

15] Ins footer centre/left font Calibri 8

16] Hor line above footer

QUESTION 2B
06-2013**COLUMNS**
MEMORANDUM**WORD PROCESSING**
MARKS: 20**ACCURACY****4 Marks – 1 mark per keying in error****Display****16 Marks – 1 mark per error**

1	1.2' Margins Centre Line spacing –change to 1.5
2	Paper size A4 landscape Fit on one sheet of A4 landscape
3	Courier New 12, 18 and Calibri 8 UC/LC Letter Spaces
4	Insert – heading – 'Here is what is'
5	Stet – Performance Spell - Print
6	Bold – All Headings
7	Insert – Three column headings
8	Insert – 3 Columns
9	First paragraph not part of columns – 3 columns only after 1 st paragraph
10	Column breaks at correct position
11	Del – 'up to' change 'M' to capital letters
12	Insert – 'No's'
13	Insert – 'Yes'
14	Transpose – 'Automatically' and 'Super...'
15	Insert footer – Exam number left, ' Google Earth for teaching and learning' and ' GET US AT: www.google.com/earth/index/html
16	Insert Horizontal line above footer

QUESTION 3A:
06-2013**MEMORANDUM**
MEMO**WORD PROCESSING**
MARKS: 19

We would hereby like to apply for the Google Earth EDU grant

We are an academic institution for higher education, with computer labs, has use for the professional version of Google Earth specifically for the following features:

Premium Movie Making High-resolution printing capability

We have worked through your G E Pro Grant Wizard and meet the following conditions:

Public educational institutions

Applicant is a lecturer

An edu e-mail address

We are looking forward to hearing from you soon.

	DISPLAY ERRORS
1	Margins 1.5' Linespacing: 1.5
2	A4 Papier
3	Arial CN12 UC/LC
4	Letter spaces

A	D	T
15	4	19

QUESTION 3B:
06-2013**MEMORANDUM**
MEMORANDUM**WORD PROCESSING**
MARKS: 21

QUESTION 3B

EXAM NUMBER

[1] 1" margins/Centre/L/s/just full

[2] A4/Letterhead, Hyphen, Fit on 1 page

[3] CN 12 uc/lc Lettersp

TO: GOOGLE EARTH PRO

[4] Insert

[5] Trs

SUBJECT: GOOGLE EARTH PRO GRANTS FOR EDUCATORS

[6] Bold

DATE: 6 JULY 2013

[7] In full - Date

[8] insert hor line

[5] stet

We would hereby like to apply for the Google Earth EDU grant

[5] Spel

We are an academic institution for higher education, with com-puter labs, has use for the professional version of Google Earth specifically for the following features:

[9] No nr., NP

Premium Movie Making

High-resolution printing capability

[10] In full GE

We have worked through your Google Earth Pro Grant Wizard and meet the following **conditions**:

[6] Bold

[11] insert bullets

[12] Appropriate bullet

- ① An .edu e-mail address
- ① Public educational institutions
- ① Applicant is a lecturer

[13] Paragraphs correct order

We are looking forward to hearing from you soon.

Yours Sincerely

[14] Conclusion correctly

JR WILLIAMS (MS)
MULTIMEDIA LECTURER
ANTICO COLLEGE

[15] Header: Change Question no, left – ex no right

[16] Footer: Insert/Centre/Arial Black 8

ANTICO COLLEGE
P O Box 123
ANTICO BAY

QUESTION 3B:
06-2013**MEMORANDUM**
MEMORANDUM**WORD PROCESSING**
MARKS: 21

ACCURACY: 5 (– 1 mark per keying in error)

DISPLAY: 16 (–1 mark per error)

Display
16 Marks – 1 mark per error

1	1' (100) and 1' (100) Margin Line spacing: Single and as indicated Justification: full
2	Paper size A4 Hyphenation on Fit on one page
3	Courier New 12 UC/LC Letter Spaces
4	Insert – 'TO: SUBJECT:'
5	Trs – 'Google Earth Pro Grants for..' Stet – 'apply' Sp – 'academic'
6	Bold – 'TO: SUBJECT:.....' 'conditions'
7	Insert and In full – date
8	Insert - horizontal line
9	No numbers, new paragraphs
10	In full: Google Earth
11	Insert – 'bullets'
12	Bullets – appropriate bullet – use Webdings
13	Paragraphs in correct order
14	Conclusion correct 4-6 line spaces
15	Header: Change Question no - left Exam number - right
16	Footer: Insert, Centre and Arial Black 8: ANTICO COLLEGE P O Box 123 ANTICO BAY

TOTAL SECTION B: 100
GRAND TOTAL: 300