

higher education & training

Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING NQF LEVEL 4

2 March 2020

This marking guideline consists of 23 pages.

Please turn over

SECTION A: DEVELOPING KEYBOARD PROFICIENCY

QUESTION 1: TIMED ACCURACY TEST

MARKING GUIDELINE: INSTRUCTIONS TO MARKERS

To facilitate marking and moderation, the following must be adhered to when marking:

Manipulation

- Use a blue pen for all manipulation commands carried out.
- Use a tick/s and the question number for every correct manipulation carried out, as indicated in the marking guideline.
- Use a X (cross) to mark a manipulation incorrectly done.
- The question number must be written next to every tick or X (e.g. $1.3 \checkmark \checkmark$).

Accuracy

- Use a red tick to indicate all accuracy marks.
- Use a red X to indicate all accuracy errors.
- For each command, the question number must be written next to every tick or X (e.g. 1.4 √√√√XX).

Timed Accuracy Test

- The timed accuracy test will be marked according to the given schedule for QUESTION 1.
- A candidate who failed speed, but obtained 50% or more for the whole examination paper, is competent in the examination.
- A candidate who passed speed, but failed the examination paper, fails the examination paper as well as the speed.

NOTE: THE ACCURACY TEST MUST BE MARKED VERY CAREFULLY AS IT IMPACTS ON THE RESULTS. MARK ACCURACY ERRORS ONLY.

- 1. The mark schedule below must be used to allocate marks.
- 2. When the same word is repeatedly typed incorrectly, in each question it is penalised the first time only (once) and encircled thereafter.
- 3. Omission of words: Count the first 5 strokes (including spaces) and thereafter every 10 strokes is 1 error each.
- 4. Should a word/s or a paragraph be omitted, but it appears at the bottom of the answer, only ONE accuracy error will be deducted and it must not be penalised as an omission of words.
- 5. Should words or a paragraph be repeated, only ONE accuracy error will be deducted for all the words or paragraph.

- 6. If 40 wpm is not reached, count backwards for words omitted (which are penalised as errors), as indicated in the marking guideline by the numbers above the words which indicate the errors for words omitted. The same can be done if a student has passed 40 wpm and may have one or two words to 45 wpm. However, the speed with the highest marks must be selected.
- 7. Indicate the speed obtained with a P/S (pass speed) 40 wpm/45 wpm or F/S (fail speed), on the student's cover page next to the mark for the speed and indicate the speed obtained next to the percentage obtained.
- 8. In QUESTION 1, the highest mark obtained will be indicated, the number of errors, the highest speed obtained as well as whether it is a pass or fail as set out below, for example:

Pass/Fail speed	P/S
No. of errors	3
Mark achieved	17/20
WPM achieved	40 wpm

10. The speed reached is endorsed on the cover of the answer sheet next to the percentage obtained for the entire paper (within the circle), for example:



11. Do NOT penalise the following:

Incorrect:

- casing (upper/lower cases)
- letter spacing
- hyphenation
- line spacing
- paragraphing
- justification

-4-OFFICE DATA PROCESSING L4

Margin of error	5%	5%	5%
Words per minute	40	45	50
Maximum errors permitted	10	13	17
Marks per error deducted	0,9	0,8	0,6
Possible marks		20	
No. of errors/marks deducted			
0	20	20	20
1	19	19	19
2	18	18	19
3	17	18	18
4	16	17	18
5	16	16	17
6	15	15	16
7	14	14	16
8	13	14	15
9	12	13	15
10	11	12	14
11 [Passed 40 wpm]	10	11	13
12	9	10	13
13 [Passed 45 wpm]	8	10	12
14	7	9	12
15	7	8	11
16	6	7	10
17 [Passed 50 wpm]	5	6	10
18	4	6	9
19	3	5	9
20	2	4	8
21	1	3	7
22	0	2	7
23		2	6
24		1	6
25		0	5
26			4
27			4
28			3
29			3
30			3
31			2
32			2
33			1
34			1
35			0

-5-OFFICE DATA PROCESSING L4

QUESTION 1

In this question, you are required to type a speed test.

Hardly a day passes without South Africans being exposed to 59 stories of women and girls who have suffered violence and 125 abuse. Often these acts are committed by someone they know in 189 sanctity of their homes or behind closed doors. 227

We should all play our part in ending gender based violence by 290 reporting incidents of abuse in our communities to the nearest 353 police station. 368

It is of great concern as it shows that violence and abuse are 431 instilled in and accepted by some young people as the norm. In 494 many instances, the attitudes young men see in their peers, 554 older boys and male family members, translate in how they act 616 towards women. 630

The situation for many women is also often worsened by poor 689 access to education, reproductive health risks, society's 748 restrictive gender norms, discrimination in employment and lack 812 of support systems. 831

The government is facilitating access to formal employment for 894 women through the Employment Equity Act, where employers are 955 legally required to work towards more equitable representation 1018 based on gender, race and disability. 1055

The complete integration of women into the economy has enormous 1119 benefit for our country and our fight against the triple 1176 challenge of unemployment, inequality and poverty. 1226

The solution is to increase women's voice and sense of control 1289 of their life through their independence and their empowerment. 1353 The freedom that goes with their empowerment brings important 1415

-6-

OFFICE DATA PROCESSING L4 values for women, such as self-esteem, dignity and autonomy. Investing in women is one of the most effective development	1475 1534 1597
Investing in women is one of the most effective development	
Investing in women is one of the most effective development	
investing in women is one of the most effective development	1597
tools of our time to both uplift them and the children of our	1337
nation. Women are a powerful economic driver when they are	1656
meaningfully involved in the economy through entrepreneurial	1717
activities and employment in decision-making roles.	1768
Evidence has shown in both developed and developing economies	1830
that when more women join the labour force and, in particular,	1893
become entrepreneurs, there is a rise in gross domestic	1949
product. 40 wpm	1957
Despite the work to advance women in the workplace, the 2017	2018
Commission for Employment Equity report shows that males	2075
continue to dominate every occupational level, and women	2132
continue to encounter the glass ceiling effect in the	2186
workforce. For example, female representation at top management	2250
remains unchanged at just over twenty percent for the last	2309
three reporting periods. 45 wpm	2333
Ending the scourge of abuse against women and children starts	2395
with you and me. Let us take responsibility. If we want to end	2459
violence against women and children, we need to confront	2515
patriarchy 50 wpm	2578

[20]

-7-OFFICE DATA PROCESSING L4

QUESTION 2: MINUTES OF A MEETING

	100% mplet			75% (¾ dor			50% done	e)			5% done)
Α	D	Т	Α	D	Т	Α	D	Т	A	D	T
32	8	40	24	6	30	16	4	20	8	2	10

ACCURACY ERRORS: -2 PER ERROR

Incorrect spelling of words Omission of word/s – count 5/10/10 If the words omitted appear at the end of the document, mark as display error

Mark accuracy with RED /

DISPLAY ERRORS -1 PER ERROR						
Mark DISPLAY with BLUE X						
ERROR NUMBER	GROUPING OF ERRORS					
	Paper size					
1	Margins					
	Line spacing as indicated					
2	Font size and font type					
	Insert today's date					
	Tab setting correct					
3	Indent					
	Italics					
	Stet					
4	Transpose					
	In full					
	Bold					
5	Centre					
5	Upper case					
	Lower case					
6	Spelling					
0	Swop rows					
	Insert 'the'					
7	Align left					
	Paragraphs numbered correctly					
	Table correctly inserted					
8	Insert header					
	Salutation correct					

NOTE: accept both spellings - CONVENOR or CONVENER

	MINATION NUMBER † 2,54 cm/1"	<u>8</u> insert header <u>2</u> font correct	QUEST: right margin <u>1</u> 2.5	
	S	5 upper case, bold, centre, size 20pt		
Minu	um exhibition he	<u>6</u> sp ing for the conveners of t ld in the staffroom on 12		
	/ENERS PRESENT:	N Mugadza (Chairperson) F Trollip (Secretary) A Silinga N Makhonxa P Farouk S Williams	2	aligned
∔ APOI ≠	LOGIES:	X Buwa	<u>8</u> insert [.] 2 10pt	table
	AGENDA ITEMS	DISCUSSION AND ACTION	RESPONSIBLE PERSON	<u>5</u> uc, bold 3 ital
1.	OPENING AND WELCOME	The chairperson welcomed all present and asked if there were any additions to the agenda.	N Mugadza	
2.	SIGNING OF THE REGISTER	The attendance register was circulated.	F Trollip	7 insert 'the'
3.	MINUTES OF THE PREVIOUS MEETING	The previous minutes were read, adopted and supported.	N Mugadza	
4.	MATTERS ARISING FROM THE PREVIOUS MINUTES	No matters arising from the previous minutes.	N Mugadza	7 insert 'the'
5.	NEW MATTERS			<u>5</u> bold <u>3</u> ital
5.1	DATES	Dates and possible venues were discussed.	N Makhonxa	<u>6</u> swop rows
5.2	EXHIBITION PLANNING	Planning and discussion of the upcoming yearly exhibition.	A Silinga	<u>4</u> in full
6.	DATE OF THE NEXT MEETING	The next meeting was scheduled for 20 March 2020 at 14:00.	All	<u>4</u> trs
7.	CLOSING	Meeting closed at 16:30.		<u>4</u> stet

#
#
CHAIRPERSON
#
#
SECRETARY
#
16 March 2020

 $\underline{8}$ salutation correct

2 date in full

[40]

-9-OFFICE DATA PROCESSING L4

QUESTION 3A

Page:	name - LIST√	ST EXAMINATION NUMBER 3.1.3 table
	mary key√	3.1.2 no pri
		<u>s</u>
Size	Туре	Name
4	Short Text	EXHIBIT NO
14	Short Text	COMPANY
10	Short Text	EXHIBITOR
2	Integer	SIZE PER SQUARE m
8	Currency	CONTRIBUTION
1	Yes/No	BOOKED

3.1.4 print structure√

NOTE: If currency format is wrong in the table, penalize once only

LIST EXAMINATION NUMBER						
EXHIBIT NO	COMPANY	EXHIBITOR	SIZE PER SQUARE m	CONTRIBUTION	BOOKED	
A126	LUV WORX	A Georgio	9	R678,00	\checkmark]
M987	BLESSINGS SA	B Ncube	6	R500,00	\checkmark	
F456	BO LOVE	X Magabuko	9	R800,00		1
S234	HOPE HELPS	B Kom	12	R1 500,00	\checkmark	
Q654	REAL START	S van Wyk	15	R2 000,00		
0432	4 CHILDREN	N Apools	14	R1 200,00		

3.1.6 column width√

3.1.7 print ONE page√

3.1.8 delete BO LOVE√ 3.1.9 add records V345√√	11	2019/12/		AMINATION NUMBER	LIST EXA		
333√√		BOOKED	CONTRIBUTION	SIZE PER SQUARE m	EXHIBITOR	COMPANY	EXHIBIT NO
/pper case/lower case√		\checkmark	R678,00	9	A Georgio	LUV WORX	A126
		\checkmark	R500,00	6	B Ncube	BLESSINGS SA	M987
1.10 change APOOLS		✓	R1 500,00	12	B Kom	HOPE HELPS	S234
POLLISV			R2 000,00	15	S van Wyk	REAL START	Q654
		\checkmark	R1 200,00	14	N Apollis	4 CHILDREN	0432
.1.11 portrait√		\checkmark	R5 000,00	18	F Trollip	STAND TALL	W345
ONE page√		✓	R900,00	6	Y Singh	WHY WAIT	C333

-10-OFFICE DATA PROCESSING L4

QUESTION 3B

NOTE: 4 marks if criteria executed correctly

2 marks if criteria 1 (BOOKED) extracted correctly but criteria 2 (>9 m²) incorrect

		QUESTION 3B EXAMINA	ATION NUMBER	3.2.3 query name QUESTION 3B√
COMPANY	EXHIBITOR	SIZE PER SQUARE m	BOOKED	3.2.2 query criteria
HOPE HELPS	B Kom	12	\checkmark	BOOKED√√ >9 m2√√
4 CHILDREN	N Apollis	14		>> m2++
STAND TALL	F Trollip	18		3.2.3 print√
-	•	· · · · · · · · · · · · · · · · · · ·		

3.2.1 field $1\sqrt{}$ field $2\sqrt{}$

field 3√

field 4√

10

QUESTION 3C

3.3.3 heading - accuracy√ ONE line√ 3.3.5 heading - align right√	MEMBER C	CARD EXA	MINATION NUMBER
font - Comic Sans√	COMPANY EXHIBITOR SIZE PER SQUARE m BOOKED	HOPE HELPS B Kom 12	
3.3.1 QUESTION 3B√ field 1√ field 2√ field 3√ field 4√	COMPANY EXHIBITOR SIZE PER SQUARE m BOOKED	4 CHILDREN N Apollis 14	2525
3.3.2 default settings√ 3.3.4 insert image STOP√√ right side√ details section√	COMPANY EXHIBITOR SIZE PER SQUARE m BOOKED	STAND TALL F Trollip 18	2323



-11-OFFICE DATA PROCESSING L4

QUESTION 4

P3 🔒	চন ৫ টি 🕅	= =	Stop - PowerPoint	? 🗹 – 🗗 🗙
FILE	SLIDE MASTER	HOME INSERT TRA	INSITIONS ANIMATIONS REVIEW VIEW Nuance PDF	Janice Warmberg 👻 🔍
Insert Slide Master	E losert Layout Preserve	Master Insert V F Layout Placeholder *	Title Image: Colors * Discretion discrete discretion discr	<u>_</u>
			LICK TO EDIT MASTER TITLE STYLE	A
	CLICK TO EDIT	•	Edit Master text styles Second level Third level Fourth level Fifth level 	
	monate in the second se		LP IS AT HAND DO NOT BE AFRAID TO USE IT	
SLIDE MAS	TER D2 ENGLISH (S	SOUTH AFRICA)		◎ 🖵+ 90% 🕅
	erroeisir (s			

- 4.1.1 title placeholder Rockwell Condensed 44 pt 4.1.4 footer accuracy /
- 4.1.2 body text√ Rockwell Condensed√
- 4.1.3 replace bullet with DOT \checkmark all text/levels \checkmark
- 4.1.4 footer accuracy√√ upper case√ except Slide 1√

4.1.5 insert STOP// right side/ except Slide 1/

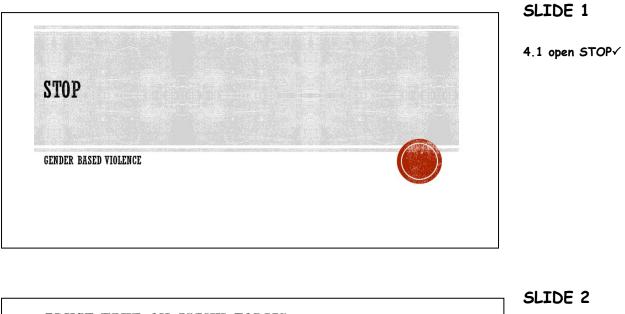
4.1.6 print screen√

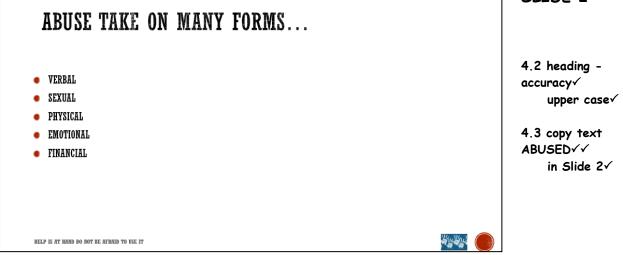
-12-OFFICE DATA PROCESSING L4

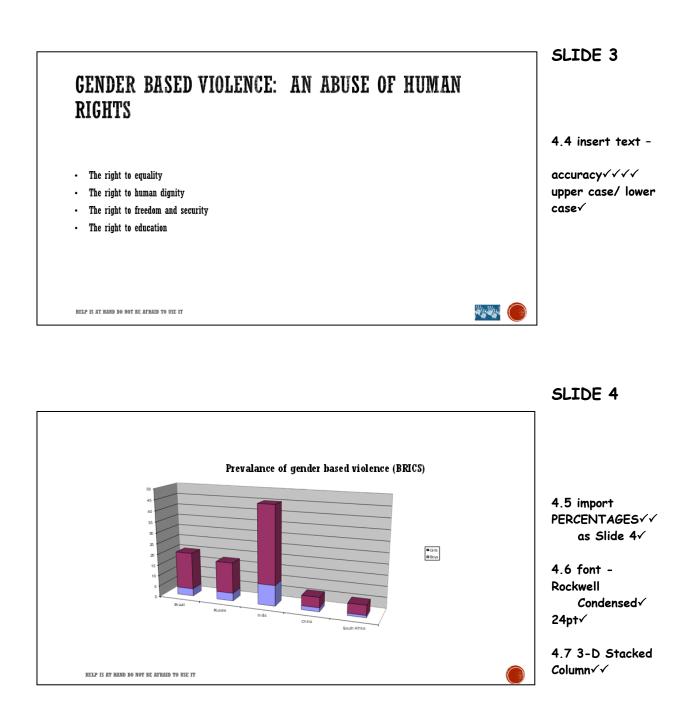
🔁 🗄 🏷	- ে ঢ়	à 🧀	Ŧ					Stop - PowerPoint					?	困 – ₽ ×
FILE HC	OME INS	ERT DE	SIGN TRANS	SITIONS	ANIMATIONS	SLIDE SHOW	REVIEW	VIEW Nuance PDF					Janice	Warmberg 👻 🔍
Preview V	Wheel R	🚖 andom Bars	Grow & Turn	Zoom	n Swivel	Bounce	🜟 Pulse	Color Pulse		or the Animation Pa	Ouration:	02,00 ‡ 00,50 ‡	Aeorder Animatio Move Earlier Move Later	n
Preview	6				Animation				a Ad	lvanced Animation		Timing		^
4 5 WE BOOK					Report any cas the Police Serv • 0800	e of abuse to ice		Report all cases of Based Violence to Centre • 087 236	Gender ihe GBA	S AVA	Contact the helpin cases of Domestic - 087 456	ine for any Violence		
6 неле ало заее	THE AVEL AND				HELP IS AT HAND D	D NOT BE AFRAID TO	USE IT					*)
			Government o	condemn	ns any form of v	violence agains	t women an	d children.						
		J [] '	Government											

- 4.12 select SmartArt (1)√ animation: Wheel√ duration: 02,00√ Delay: 00,50√ on mouse click√
- 4.13 speaker note√ on Slide 6√ accuracy√ upper case/lower case√
- 4.14 print screen/ print QUESTION 4/

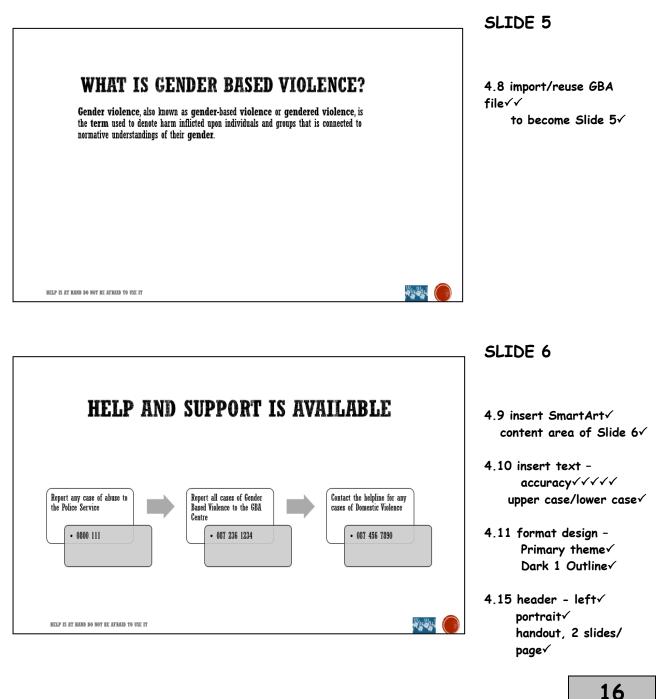
-13-OFFICE DATA PROCESSING L4





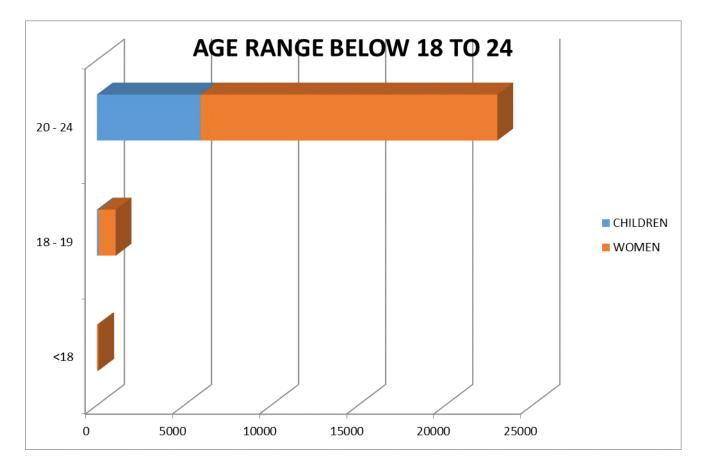


-15-OFFICE DATA PROCESSING L4





QUESTION 5



5.1 open STATS \checkmark

5.1.1 copy and paste CHART 1// in QUESTION 5/

-17-OFFICE DATA PROCESSING L4

	А	В	С		D	E
1	REGISTERE	D ABUSE C	ASES I	N SO	OUTH AFRI	CA
2	YEARS 🖃		200	3 refl	ects the hig	hest
3	2003	17289			of reported of	
4	2004	20301	of a	buse		
5	2005	19252				
6	2006	14039				
7	2007	20259				
8	2008	16003				
9	2009	13506	2010) refl	ects the low	lest
10	2010	9996			of reported o	
16			of a	buse		
17						
18						
19						
20						
21						
11	▶ Ch	art1 Ages	Cases		(+)	

5.1.2 delete Sheet 1√ and Sheet 2√ STATS workbook√

5.1.3 open ABUSE√√ copy CASES w/sheet√ after AGES w/sheet√ STATS workbook√

5.1.4 sort \checkmark YEARS \checkmark earliest to latest $\checkmark \checkmark$

5.1.5 filter NUMBERS√ =9996√√ >9996√√

5.1.6 (a) comment in B3√ accuracy√√√ lowercase√ (b) comment in B10√ accuracy√√√ lowercase√

5.1.7 print screen√

				EXAMINATION NUMBER
				QUESTION 5
	Α	В	C D E	
1	REGISTERE	D ABUSE CAS	ES IN SOUTH AFRICA	
2	YEARS	NUMBERS	2003 reflects the highest	
3	2003	17289	number of reported cases of	
4	2004	20301	abuse	
5	2005	19252		
6	2006	14039		
7	2007	20259		
8	2008	16003		
9	2009	13506 🖌	2010 reflects the lowest	
10	2010	9996	number of reported cases of	
16			abuse	
17				
18	1			

5.1.8 print√ row and column headings√ comment 1√ comment 2√ header√ right section√



-18-OFFICE DATA PROCESSING L4

	Α	В		С	D	E	
1	AGES		DRE	N AND	WOM	EN 201	.5
2							
3	AGE	CHIL	DREN	WOMEN			
13	55 - 59		5133	2627			
14	60 - 64		3349	1421			
15	65 - 69		1831	708			
16	70+		1690	568			
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
4	> C	hart1 Ages	Cases	(+)			

5.1.9 select row 4 \checkmark in AGES worksheet \checkmark

5.1.10 freeze pane \checkmark row 13 \checkmark appears below row 3 \checkmark

(NOTE: thick border line must be visible below row 3)

5.1.11 print screen√

x	5	<u> d</u>	. 🧀 🗋	- 🔛						Ab	use - Excel			
F	ILE HO	ME INSE	RT PAG	GE LAYOUT	FORM	ULAS	DATA F	REVIEW	IEW	Nuance PDF				
A	BC 🔞		ab	×		t i		ow/Hide Com	_					
Spe	lling Researc	h Thesaurus	Translate	New	Delete P	revious N	ext	ow All Comm	ents	Protect Protec	t Share			
	-			Comment			💋 She	ow Ink		Sheet Workbo	ok Workbook			
	Proofir	ng	Language			Com	ments				Ch			
A	A3 \checkmark : \times f_x 2008													
	Α	В	С	D	Е	F	G	н	1	J	К			
1	REGISTERE	D ABUSE CA	SES IN SO	UTH AFRIC	A									
2	YEARS	NUMBERS												
3	2008	16003												
4	2011	5084												
5	2014	3062												
6	2003	17289												
7	2005	19252												
8	2007	20259												
9	2015	3467												
10	2004	20301												
11	2009	13506												
12	2012	4555												
13	2006	14039												
14	2013	3498												
15	2010	9996												
16														
17														
18														
19														
20														
21														
22														
23														
	<	Cases	Sheet2	Sheet3	+									

5.2.1 open ABUSE√

5.2.2 unlock A3:B9 $\checkmark \checkmark$ in Sheet 2 \checkmark (range OR row and column headings must be highlighted)

5.2.3 print screen√

-19-OFFICE DATA PROCESSING L4

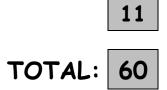
×	5-	e - 6	i 🗀 🗋 🥰	Ŧ							Abuse - Excel]
FILE	HOM	VIE INSE	RT PAGE LAY	DUT FORM	ULAS DA	TA	REVIEW	VIE	W Nu	ance PDF		
ABC Spelling	g Research Proofin	Thesaurus	Translate N- Com		revious Next	G	Show/Hide Show All C Show Ink		its Pro	tect Pr	btect Share kbook Workboo	k
D16			fr.									
010			Protect Sheet		?	×					1 1	
1 05	A	B ABUSE CA	Protect work	sheet and <u>c</u> onter	nts of locked (ells	i I	1		J	K	-
			Password to unp	protect sheet:								
3	2003	17289	•••••									
4	2004	20301	Allow all users o		to:							5.2.4 protect√ CASES w/sheet√
5	2005	19252	Select locked	cells ced cells		^						
6	2006	14039	Format cells									password√√ (5 dots)
7 8	2007 2008	20259 16003	Format colur									-
9	2008	13506	Insert colum	ns								
10	2010	9996	🗌 🔲 Insert hyperi									5.2.5 print screen√
16			Delete colum	ins		~						
17				ок	Cancel							-
18				UK	Cancel							-
19 20												
21												
22]
23												-
24												
25 26												-
20												
28												
	•	Cases	Sheet2 Shee	et3 (+)								1

X	5	~ ~ C	ì 🧀 🗋) 🦓 👳							Abuse - Excel
F	ILE HO	DME INS	ERT PA	GE LAYOUT	FORM	ULAS D	ATA	REVIEW	VIEW	Nuance PD	F
Al Spe	lling Resear	ch Thesaurus		Commer		revious Ne	xt Sh	iow/Hide Co iow All Com iow Ink		Unprotect Sheet	Protect Share Norkbook Workbo
	Proof	ing	Languag	e		Comm	ents				C
		▼ ÷ >	$\langle \checkmark$	f_x 172	89						
	А	В	С	D	Е	F	G	н	1	J	К
		D ABUSE CA	ASES IN SC	OUTH AFRIC	CA .						
		NUMBE 🖓									
3	2003	<u> </u>									
4	2004								_		
5	Microsoft	Excel							×		
6 7		The cell or cl	hart vou're t	rving to cha	nge is on a r	protected sh	eet.		-		
8		To make cha						and a parce	ord		
9		TO make cha	nges, click (Unprotect Sr		eview tab (yo	ou might h	eed a passw	oraj.		
10	-				ОК						
16											
17											
18											
19											
20											
21											
22											
23											
24 25											
25											
20											
27											
20				-	-						
	<	Cases	Sheet2	Sheet3	+						

5.2.6 selected B3 $\checkmark \checkmark$ in CASES w/sheet \checkmark

5.2.7 print screen \checkmark error message \checkmark

5.2.8 print QUESTION 51

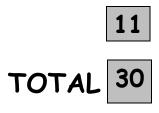


-20-OFFICE DATA PROCESSING L4

QUESTION 6

Signatures and Stationery		?)	< 6.1.1 crea	
E-mail Signature Personal Stationery			SIGNATU	₹E √
Sele <u>c</u> t signature to edit	Choose default signature E-mail <u>a</u> ccount:			
	New messages:		6.1.1 save	
Nomfusi	Replies/forwards:		NOMFUSI	\checkmark
	v			
<u>D</u> elete <u>N</u> ew <u>S</u> ave <u>R</u> enam	e			
Edi <u>t</u> signature		1	-	
Calibri (Body) V 11 B I U Automa	atic 🔽 🚍 🚍 🔠 <u>B</u> usines		_	
STAND TALL			`	
NOMFUSI MUGADZA			6.1.1 font	∙ size 12pt√
mugadza@standtall.co.za				•
			6.1.1 accu	iracv√√
			6.1.2 inse	nt image
			STOP√√	r muye
		OK Cancel		
			(1 2 mmin	
			•	t screen√ (of
			dialog box))
⊑ 🔒 ਙਿ ଓ ↑ ↓ ਵ	APPLICATION TO EXHIBIT -	- Message (HTML)		? 🗹 — 🗆
FILE MESSAGE INSERT OPTIONS	FORMAT TEXT REVIEW			
	1- A. D	Attach File	Follow Up -	
Calibri (Boc - 11 - A A E	- 🗄 - 🔌 斗 💑	Mattach Item -	High Importance	
	🗏 🔄 🔁 Address Check	Signature -	 Low Importance 	Zoom Apps for
· · ·	Book Names			Office
Clipboard 🕞 🛛 Basic Text	ra Names	Include 6.1.5 acc		Zoom Apps
To georgio@luvworx.co.za; m.d	lingani@4children.co.za; vanwyk@2	kids.co.za √√√		
Cc mugadza@standtall.co.za	✓			
Send				
Bcc				
Subject APPLICATION TO EXHIBIT	6.1.6 ✓			
Good day				
We are very excited to announce that you			atch your e-mails for	all updates.
Do not hesitate to contact us for any queri	6.1.6 accuracy 🗸	$\checkmark\checkmark$		
	25.			
Regards				
	.4 signature√			
STAND TALL	-			
NOMFUSI MUGADZA				
mugadza@standtall.co.za	6.1.7 pr	rint screen√		
	a			
	§ 9			
	8			
georgio@luvworx.co.za No Items				
				19

Automatic Replies X]
O Do not send automatic replies	
Send automatic replies	
Only send during this time range:	
Start time: Sun 2019/12/22 🗸 08:00 🗸	6.2.1
End time: Sun 2020/01/05 🗸 16:30 🗸	(a) Start time√ End time√
Automatically reply once for each sender with the following messages:	
🦓 Inside My Organization 🥥 Outside My Organization (On)	(b) outside my
Auto-reply to people outside my organization	organisation√
O My Contacts only Anyone outside my organization	anyone outside√
Good day	
Please note that I am currently out of office till 6 January 2020. I do apologise for the inconvenience caused, therefore for any queries, please do not hesitate to make use of the contact details below:	(c) accuracy√√√√ upper
E-mail: felicia.T@councellinghub.co.za or 081 234 5689	case/lower case√
Regards	
N. Mugadza	6.2.2 print screen√
	6.2.3 print
Rules OK Cancel	QUESTION 6



-22-OFFICE DATA PROCESSING L4

QUESTION 7

			F		==0/		1		50%			r	0 = 0 /	
	100%	.1.		1	75%							25%		
	mpleted		_	,	¾ done	1		· · · ·	½ done	/			¼ done	
A	D	T	_	A	<u>D</u>	T	-	A	D	T		A	D	T
24	6	30		18	4	22		12	3	15		6	2	8
ACCURACY ERRORS: -2 PER ERROR• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as a display error.Mark ACCURACY with RED /												f the		
Words (Words given: hereby; circle; Durban; agenda; attendance; apologies; points; discussion; stand; tall												ts;	
	DISPLAY ERRORS: -1 PER ERROR Mark DISPLAY with BLUE X													
ERR NO	o l	GROU	PING	G OF I	ERRO	RS								
1		Paper s Margin												
2		Font: C Justific			•		e, ful	I						
3			acinę spaci	g (incl ng	uding	spacin	g be	etween	paragi	raphs)				
4		Upper o Lower o Spaceo	case											
5	l	Bold Underli Italics												
6		Audio instructions typed Header: EXAMINATION NUMBER left												

QUESTION NUMBER right

MARKING GUIDELINE **OFFICE DATA PROCESSING L4** QUESTION 7 EXAMINATION NUMBER 6 Header with Exam Number (left) 6 Question Number (right) 2 font and font size 1 R/M 1"/2,54 cm 1 L/M 1"/2,54 cm EXHIBITION MEETING 4 upper case ‡ NOTICE OF A MEETING **<u>4</u>** upper case 3 letter spacing ‡ <u>3</u> line spacing Notice is hereby given that a special convenors' meeting will be held in the staffroom of the Stand Tall Forum, 124 Circle Road, Durban, on Thursday 20 March 2020, at 14:00. + AGENDA 4 spaced capital letters ‡ 1. Opening and welcome $\underline{3}$ paragraph nrs and indentation ‡ 2. Attendance register ŧ 3. Apologies ± 4. Minutes of the meeting held on 9 January 2020 ‡ 5. Matters arising from the minutes 2 justification left ‡ 6. Points for discussion 5 underline ± 6.1 Invitations to Stand Tall exhibition ± 6.2 Outlay of exhibition **±** 6.3 Security at the exhibition ‡ 7. General ‡ 8. Date of next meeting ‡ ‡ F TROLLIP 4 upper case SECRETARY 6 audio instructions typed

-23-

[30]

GRAND TOTAL: 300