

QUESTION PAPER

Test 2

June 2014

OFFICE DATA PROCESSING

Level 2

DATA PROCESSING		ALLOCATED TIME	MARKS
Question 1B	Edit and enhance documents	15 min	15
Question 2	Business Letter	45 min	50
Question 3	Envelope	10 min	10
TOTAL		1 hr 10 min	75

TIME: 1 hr 10 min

ASSESSOR: A. Hendricks

TOTAL: 75

MODERATOR: C. Hendricks

QUESTION 1B

INFORMATION: With your Word Processing skills, your manager asked you to make the following paragraphs presentable with the instructions given.

Read **ALL** instructions carefully.

DOCUMENT:	Paragraphs	FONT:	Courier New, 12
LINE SPACING:	Single	MARGINS:	
PAPER:	A4 Portrait	LEFT	1.5" / 3.8 cm
TIME ALLOCATION:	15 minutes	RIGHT	1.5" / 3.8 cm
MARKS:	15	JUSTIFICATION:	Left

INSTRUCTIONS:

1. Retrieve the document **QUESTION 1A** from your network drive.
2. Insert your NAME, SURNAME and QUESTION NUMBER as a header against the left margin as follows:

NAME SURNAME
QUESTION 1B

3. Edit the document as indicated.
4. Print and save as **QUESTION 1B**.

WRONG IDEAS ABOUT AIDS /Heading style: Heading 2

≠

*Insert
bullets
and
indent
correctly*

- ‡ My friends say there is no such thing as AIDS. /**Bold**
- Hospital Tests Show That Hundreds Have The Germ. /Sentence case
- Some people say that condoms do not give much protection.
- A condom gives a lot of protection if used.
- Only homosexual men get AIDS. /**Bold**
- Most infections are in heterosexual men and women.

SP/

Hetrosexual:

making love with somebody of the same sex / \.

≠

/Trs

Homosexual:

making love with somebody of the opposite sex.

--- Insert a Page Break ---

Candidate:

- Copy the information on the first page to the second page.
- Use the page numbering function to number the pages at the bottom right.

QUESTION 2

INFORMATION: As an office administrator you are a neat, tidy and professional employee. Your manager asks you to type the following business letter in the correct layout.

Read **ALL** instructions carefully.

DOCUMENT:	Business Letter	FONT:	Courier New, 12
LINE SPACING:	Single	MARGINS:	
PAPER:	A4 Portrait	Left	3.8 cm / 1.5"
TIME ALLOCATION:	45 minutes	Right	2.54 cm / 1"
MARKS:	50	Top	Measure your letterhead
		JUSTIFICATION:	Left

INSTRUCTIONS:

1. Use the letterhead given with your question paper.
2. Measure the Letterhead and set your Top Margin.
3. Insert your NAME, SURNAME and QUESTION NUMBER as footer against the left margin as follows:

NAME SURNAME
QUESTION 2

4. Type, print and save as **QUESTION 2**.

Today's date in full

TO: Mr JR Redman, PO Box 234,
Pietermaritzburg, 3200

Dear Sir

Petro Card Subject heading

/Display correctly

Move here

[Our offer includes a variety of useful features: new

Our Petro Card is / easiest way to pay for fuel and motor
repairs.

UC, [2. Petro Plus will enable you to get / best services / and competitive
bold prices

when having your car serviced₃ or₂ repaired₁. [1. You have /trs

UC, AA Roadside Assistance in case of emergency, including:

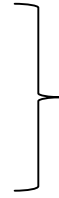
[1.1 tow-in services, [1.2 car rental (in case of your ^{car}~~vehicle~~ /stet
breaking down), [1.3 storage ~~vehicle recovery~~ and more – /del

ital/ all automatically included!

[3. The FuelMaster Express enables you to refuel in / safest,
fastest and most convenient way possible. [To apply for your
Petro Card, phone (011) 3525678. We're waiting for your
call!

Yours faithfully

AK Ronald [Manager: Card Division



Display correctly

Candidate:

- *Arrange paragraphs numerically.*
- *Please type the word "Petro Card" in UC whenever it appears.*
- *The typist is Ms D Ncala*

QUESTION 3

INFORMATION: Your business letter has been approved and all that is needed is to post it. Please prepare a DL envelope.

Read **ALL** instructions carefully.

DOCUMENT:	DL Envelope	FONT:	Courier New, 12
LINE SPACING:	Single	PAPER:	Envelope
TIME ALLOCATION:	10 minutes	JUSTIFICATION:	Left
MARKS:	10		

INSTRUCTIONS:

1. Make use of the recipient details in **QUESTION 2** to prepare the DL envelope.
2. Insert your NAME, SURNAME and QUESTION NUMBER as the Return Address as follows:

NAME SURNAME
QUESTION 3

3. Type, print and save as **QUESTION 3**.



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